

Moment of Silence/Invocation  
Opening of Meeting  
Pledge of Allegiance  
Roll Call

Approval of minutes from February 9, March 5, 19, 20 and April 1, 2026 **(page 4)**

Approval/Amendments to Agenda

**PRESENTATION BY TIFFANY MOORE, BC360 BEHAVIORAL  
HEALTH TASK FORCE COORDINATOR:  
SARA NEWKIRK & ABIGAIL CABRERA  
2025 BC 360 COMMUNITY IMPACT AWARD**

- I. Consent Agenda: *(The Consent Agenda is where routine items are approved as a group without Council discussion. If any Council member would like a separate vote or discussion on any Consent Agenda item, the item may be removed from the Consent Agenda and moved to New Business.)*
- A. Adopt – Resolution Honoring Public Power Line workers **(page 50)**
  - B. Ratify – Abilene Christian University Memorandum of Understanding **(page 52)**
  - C. Approve – Updated Fixed Asset Capitalization Threshold **(page 55)**
  - D. Approve – Application for Congressionally Directed Spending to replace Headquarters Fire Station **(page 56)**
  - E. Approve – Application for Congressionally Directed Spending to replace 2006 Pierce Aerial Platform truck and associated equipment **(page 57)**
  - F. Declare Surplus/Authorize – Sale of Vehicle #604 International 7300SBA Bucket Truck through electronic auction using Auctions International **(page 58)**
  - G. Adopt – Budget Ordinance Amendment for increasing revenues and expenditures for Aviation Fuel sales and purchases **(page 59)**
  - H. Adopt – Budget Ordinance Amendment for 5<sup>th</sup> & Respass Lift Station Replacement and Approve subsequent purchase order **(page 61)**
  - I. Accept – Funds and Sign the Contract for (1) Aging Services Provided through the Older Americans Act and State Appropriated Funds from the NC Division of Aging and (2) Home & Community Care Block Grant for Older Adults and Adopt associated Grant Project Ordinance **(page 67)**



City of  
**Washington**  
NORTH CAROLINA  
Council Agenda

April 13, 2026 ~ 5:30pm

II. Comments from the Public:

- \* Each speaker must sign-in on the sign-up sheet on the table at the back of the Council Chambers.
- \* During the Comments from the Public portion of the agenda, the City Manager will call on individuals signed in to address Council.
- \* When called to speak, each speaker will identify him/herself by giving his/her **name and address**.
- \* Each speaker will be limited to speaking one time on any topic. When you are finished speaking please step away from the podium and be seated.
- \* Each speaker will be limited to **three (3) minutes** and each group's representative will be limited to a **maximum of five (5) total minutes**. Each group is encouraged to designate a single spokesperson for their group.

III. Public Hearing 6:00pm - Zoning: None

IV. Public Hearing 6:00pm- Other:

- A. Susan Squires, Beaufort County Economic Development Director – Project Fala Economic Development Land Purchase (page 78)

V. Scheduled Public Appearances:

- A. Chuck Caldwell/Noon Rotary - Installation of a Peace Pole
- B. Hood Richardson – Provide maintenance to streets in annexed areas (page 83)
- C. Debbie Farrar – Moss Landing Homeowners Association
- D. John Jesso & Franklin Scott (Washington Housing Authority) - Keyslanding

VI. Correspondence and Special Reports:

- A. Memo – PO's > \$50,000 (page 91)
- B. Memo – Budget Transfers (page 92)

VIII. Reports from Boards, Commissions and Committees:

IX. Appointments: None

X. Old Business:

- A. Adopt – Resolution Supporting NCDOT Project U-5860/15<sup>th</sup> Street {Tyre} (page 95)
- B. Discussion – Moss Landing Homeowners Request {Presentation by Adam Waters} (page 98)

XI. New Business:

- A. Adopt– Updated Fund Balance Policy(page 128)



City of  
**Washington**  
NORTH CAROLINA  
Council Agenda  
April 13, 2026 ~ 5:30pm

- B. Adopt – Resolution authorizing the advertisement of Offer to Purchase Certain Surplus Real Property located near 1054 East Main Street **(page 138)**
  - C. (Tentatively) Award –Construction of Water Treatment Plan Rehabilitation Project to State Utility Contractors, pending approval of request for additional funding, and approve subsequent purchase order **(page 144)**
  - D. Adopt – Resolution to accept Grant Assistance from NC Dept. of Commerce for Streetscape Phase 2 Engineering and Construction Award No: SA-0435 **(page 148)**
  - E. Adopt – Budget and Grant Project Ordinance for Streetscape Phase 2 Engineering & Construction **(page 151)**
  - F. Presentation – FY 26-27 Budget
  - G. Discussion –IT Review {Perreault}
  - H. Discussion – Plan/Policy Review {Perreault}
  - I. Discussion – Council liaison review{Perreault}
  - J. Discussion – Strategic work session scheduling{Perreault}
- XII. Any other items from City Manager:
- A. Budget Workshops Scheduled as needed for the week of April 27, 2026  
\*Beginning at 1:30pm on 4-27-26
- XIII. Any other business from the Mayor or other Members of Council:
- A.
- XIV. Closed Session: Under NCGS 143-318.11 (A)(3) Attorney/Client
- XV. Adjourn: Until April 27, 2026 at 1:30pm in the City Council Chambers

The Washington City Council met in a regular meeting on Monday, February 9, 2026 at 5:30pm in the Council Chambers at the Municipal Building. Present: Ellen Brabo, Mayor; Nick Fritz, Mayor Pro tem; Anthony Tyre, Councilmember; Max Perreault, Councilmember; Antwan Horton, Councilmember and Joe Davis, Councilmember. Also present, Bobby Roberson, Interim City Manager; Franz Holscher, City Attorney and Cynthia Sullivan Bennett, City Clerk.

Doris Gorham, BeeBe Memorial Church delivered the invocation.

Mayor Brabo called the meeting to order and Councilmember Perreault led the Pledge of Allegiance.

**APPROVAL OF MINUTES: NONE**

**APPROVAL/AMENDMENTS TO AGENDA:**

A motion was made by Mayor Pro tem Fritz to amend the agenda as follows:

\*Add: Presentation to Macon Respass

\*Combine: New Business Item E Adopt – Resolution to Apply for T-Mobile Hometown Grant for Financial Assistance for the Downtown Streetscape Improvement Project Phase 2 New Business Item F Authorize - Recreation Director to Apply for the Hometown T-Mobile Grant in the Amount of \$50,000 To Develop an Adult Soccer Practice Field Near the Bobby Andrews Recreation Center

\*Remove Item I – Adopt 15<sup>th</sup> Street Resolution

Councilmember Perrault seconded the motion, all voted in favor.

<b>VOTE:</b>	<b>YES</b>	<b>NO</b>
<b>Mayor Pro tem Fritz</b>	<b>x</b>	
<b>Councilmember Davis</b>	<b>x</b>	
<b>Councilmember Perreault</b>	<b>x</b>	
<b>Councilmember Horton</b>	<b>x</b>	
<b>Councilmember Tyre</b>	<b>x</b>	

Councilmember Tyre made a motion to remove New Business Item A: Presentation– Funding for Outside/Support Agencies as this item should be discussed during the budget workshops. A second was made by Mayor Pro tem Fritz, all voted in favor.

<b>VOTE:</b>	<b>YES</b>	<b>NO</b>
<b>Mayor Pro tem Fritz</b>	<b>x</b>	
<b>Councilmember Davis</b>	<b>x</b>	
<b>Councilmember Perreault</b>	<b>x</b>	
<b>Councilmember Horton</b>	<b>x</b>	
<b>Councilmember Tyre</b>	<b>x</b>	

**PRESENTATION TO MACON RESPESS**



*The Mayor and City Council hereby recognize*

*Macon Respass*

*Electric Utilities Director.*

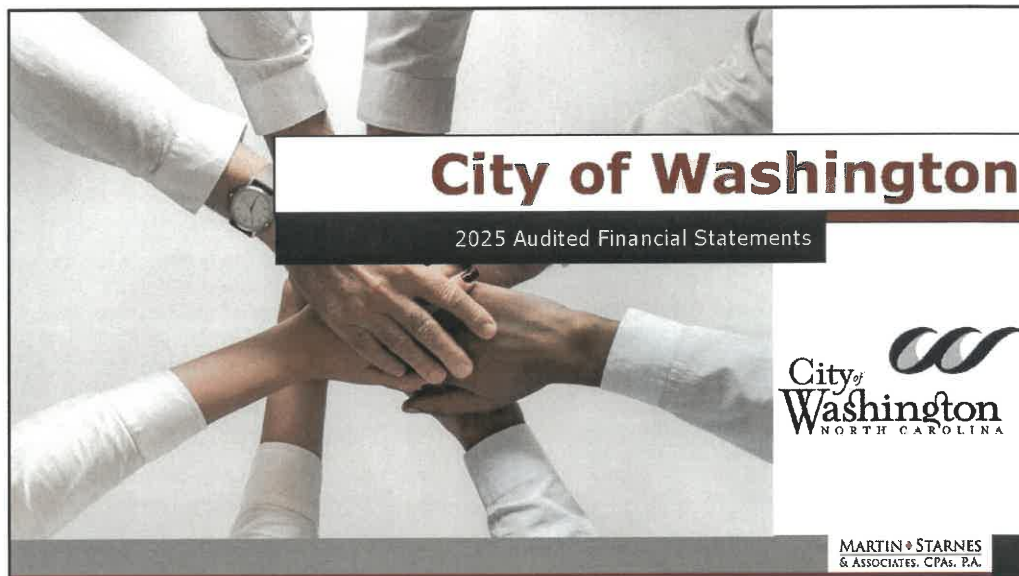
*Macon began his career with the City of Washington on January 14, 2008 and dedicated 18 years of service to the city in the following roles:*

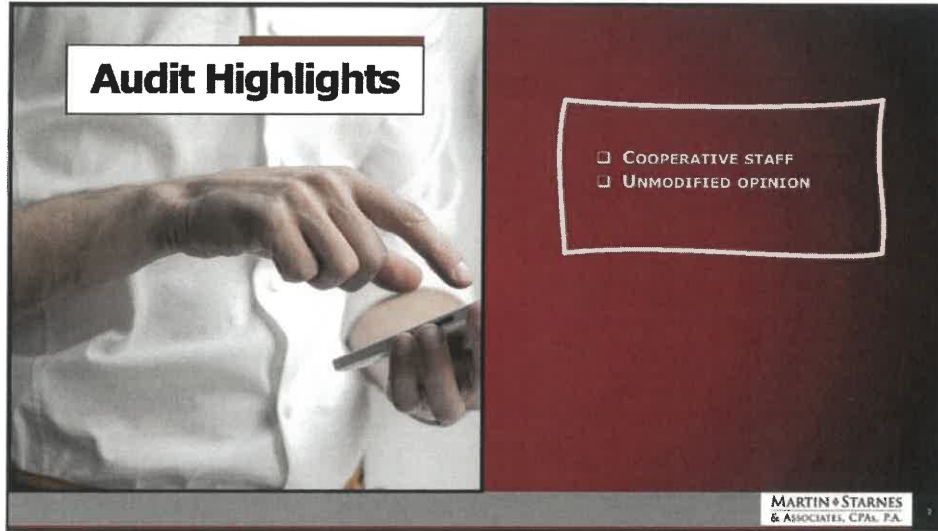
- *Electric Lineworker I*
- *Engineering Technician*
- *Electric System Engineering Supervisor*
- *Electric Operations Superintendent*
- *Electric Utilities Director*

*Congratulations and best wishes for continued success in all your future endeavors.*

**MARTIN STARNES & ASSOCIATES, CPA’S P.A. – AUDIT PRESENTATION**

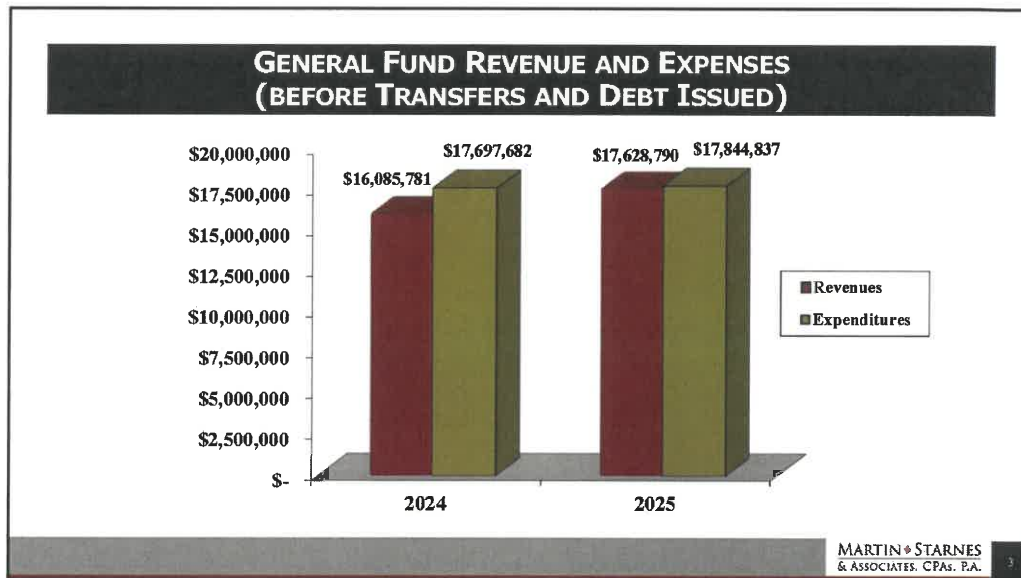
Tammy Swindell, Finance Director provided a brief overview of the City’s finances stating each year we are required to have an audit. Within forty-five days of the audit being presented to the Local Government Commission (LGC), the audit has to be presented to the City Council. The General Fund is strong financially as the Fund Balance has increased over \$2million over the last fiscal year to bring our balance to 50.25% of expenditures. The Fund Balance figure is one of the most important figures the LGC looks at. Mrs. Swindell introduced Kelly Gooderham to present the audit report.





I'd like to take a moment to thank all those involved for their cooperation and hard work. The Finance Department is always very helpful and we appreciate everything they do to assist with the audit process.

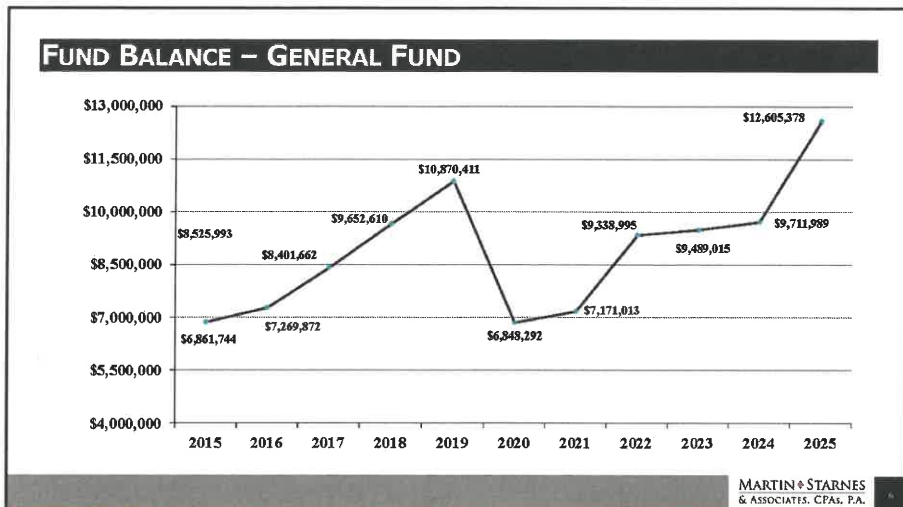
We have issued a clean, unmodified opinion, which essentially means we found no material misstatements that would otherwise be misleading to the reader of your financial statements.



Here we show a two-year comparison of the GF's Revenues and Expenditures before transfers and debt proceeds.

Revenues increased \$1.5M or 9.6% mainly due to increase in ad valorem taxes, sales and services, as well as restricted intergovernmental.

Expenditures increased \$147K or approx. 1%, which was primarily due to an increase in public safety.



Here is a comparison of the GF FB – after transfers out and other financing sources, total fund balance had an overall increase of \$2.9M from PY.

Additional items to note for FY25 activity within the GF:  
Revenues received were more than budgeted by about \$2M, which means revenues were better than budget.

Expenditures were under budget by \$2.4M, which also means they were better than budget.

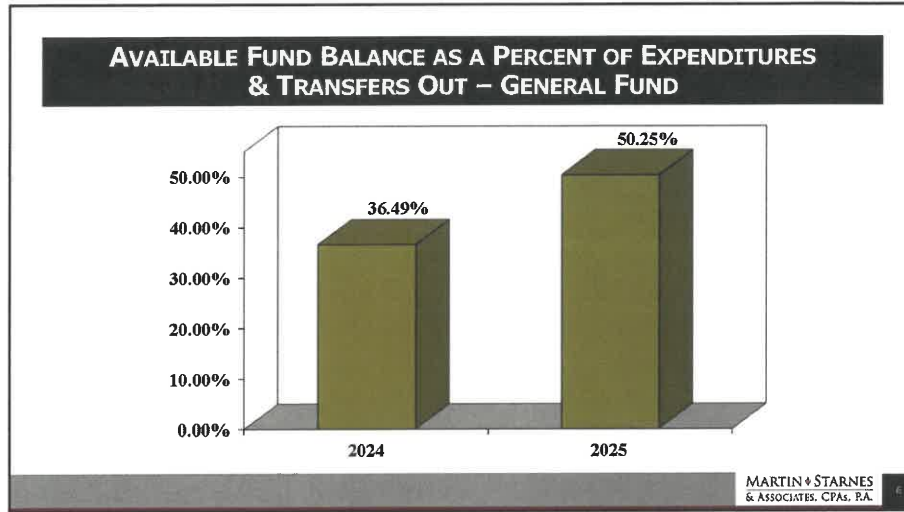
Significant decrease from FY19 to FY20 was due to airport projects coming to a close and GF “footing the bill” for expenditures that had not been reimbursed until after yearend in the PY.

Total Fund Balance	\$	12,605,378
Non-Spendable		(99,933)
Stabilization by State Statute		(3,303,484)
Available Fund Balance	\$	<u>9,201,961</u>
Available Fund Balance 2024	\$	6,591,903
Increase in Available FB	\$	2,610,058

Here is a calculation that the LGC utilizes to compare units across the state.

Nonspendable FB is prepaids, inventory and leases (lease receivables less related deferred inflows)

Reason for increase is primarily due to the increase in total fund balance.

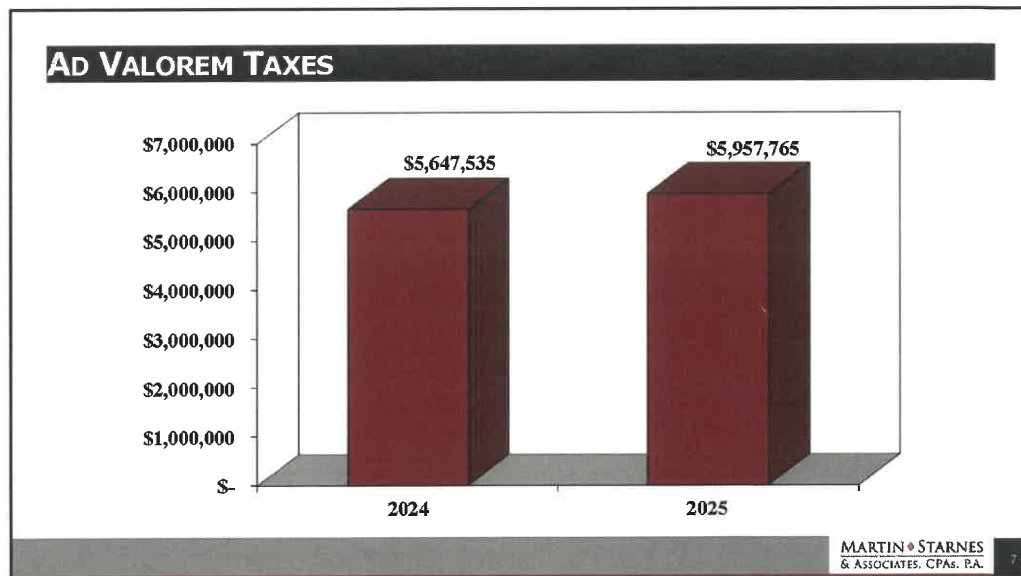


Another calculation that the LGC utilizes to compare units across the state: AFB as a % of expenditures and transfers out

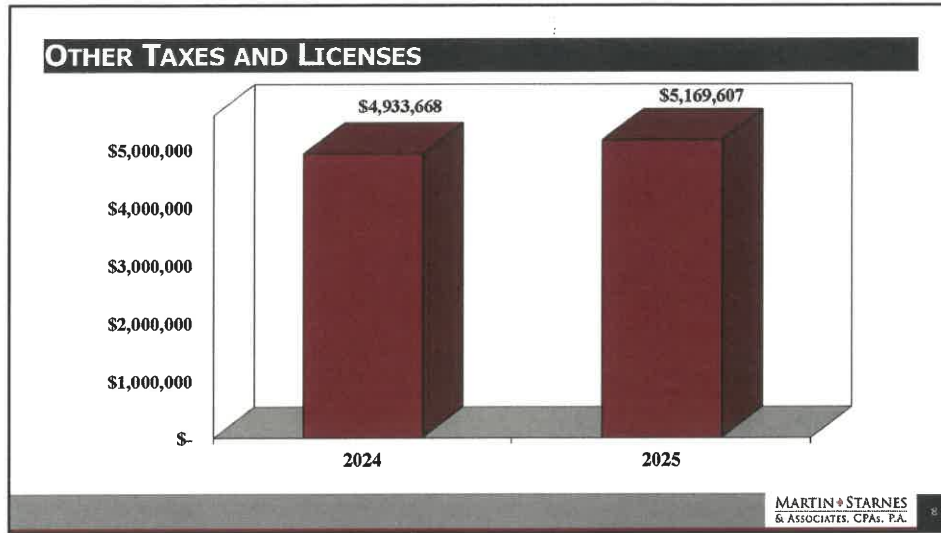
Per the LGC for units with \$10m and above in expenditures and an electrical system, the average is 49.13%, which is based on FY24 information. According to the DIR, this percentage for the City is 53.01%, which excludes Powell Bill expenditures of \$256,581.

Increase of 14% is due to an overall increase in available fund balance.

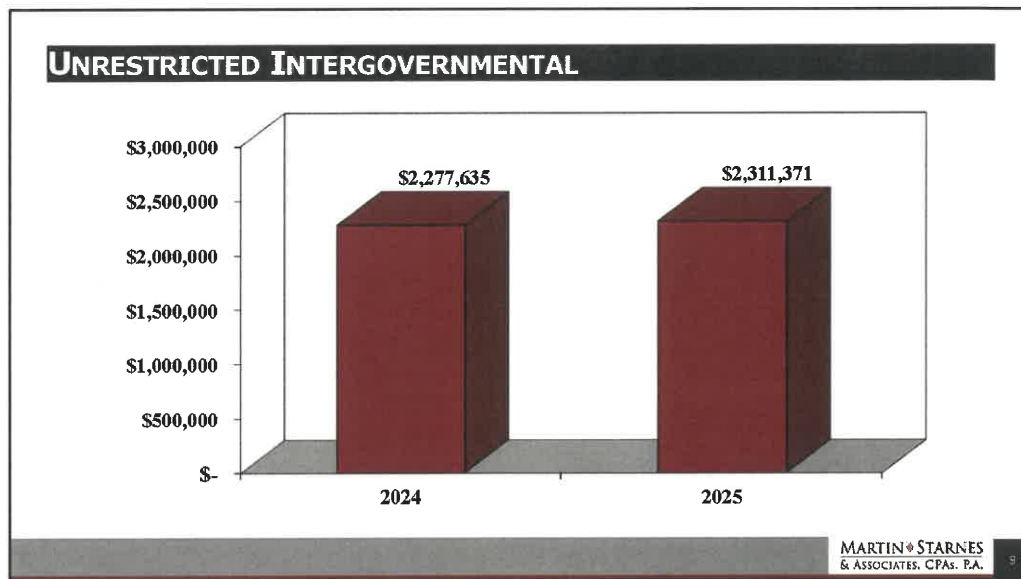
\*The City’s fund balance policy is a two-month operating reserve+ 2m(disaster policy)= Approx. 4 months



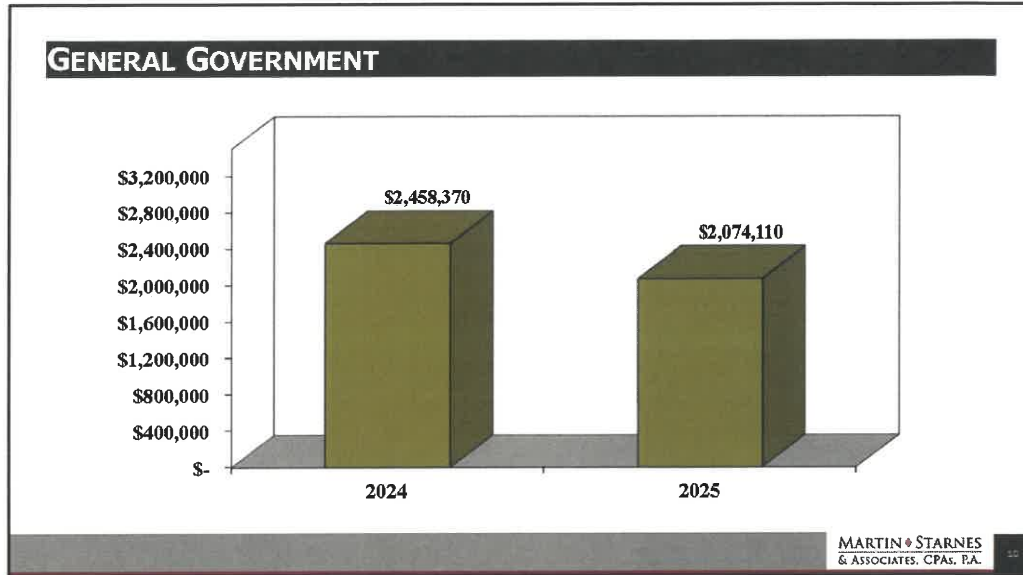
Property tax revenues which increased \$310k or 5.5% which is due to an overall increase in collections as your tax rate remained the same as PY.



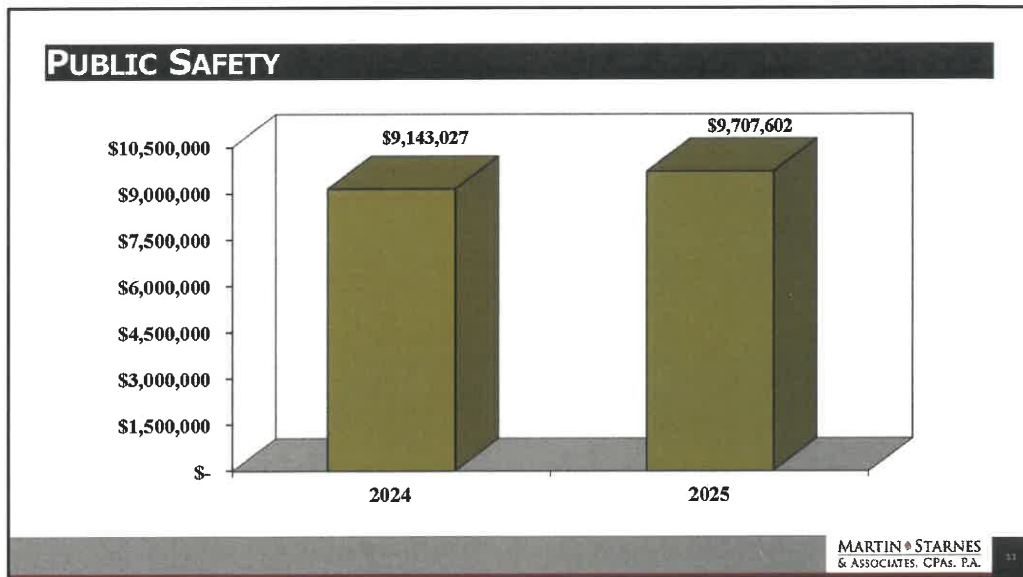
Other taxes and licenses which saw an increase of \$236K or 5% , primarily due to an increase in automotive licenses and local option sales tax distribution.



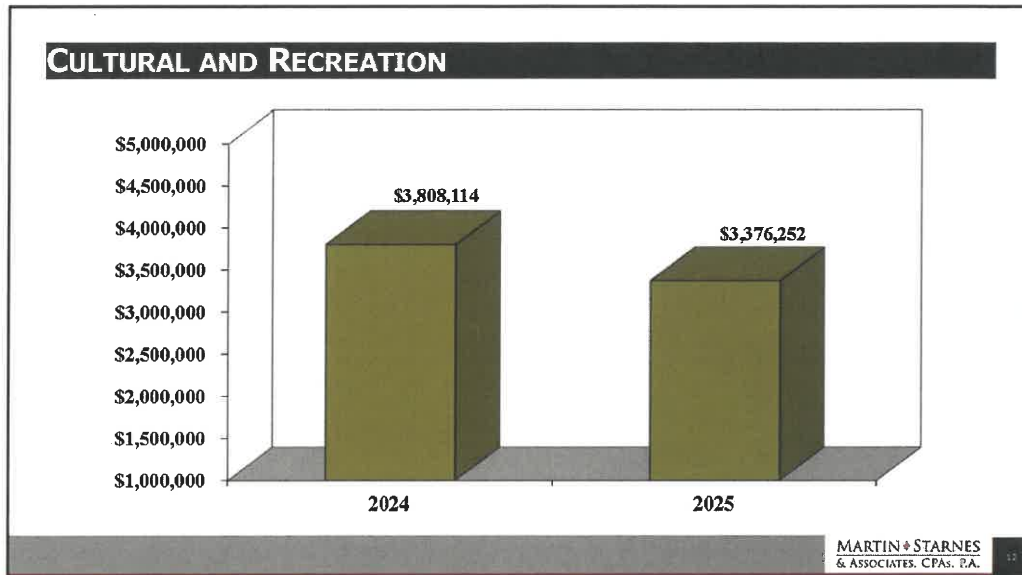
Unrestricted Intergovernmental revenues with an increase of approx. \$33.7K or 1.5%, primarily due to an increase of Franchise taxes.



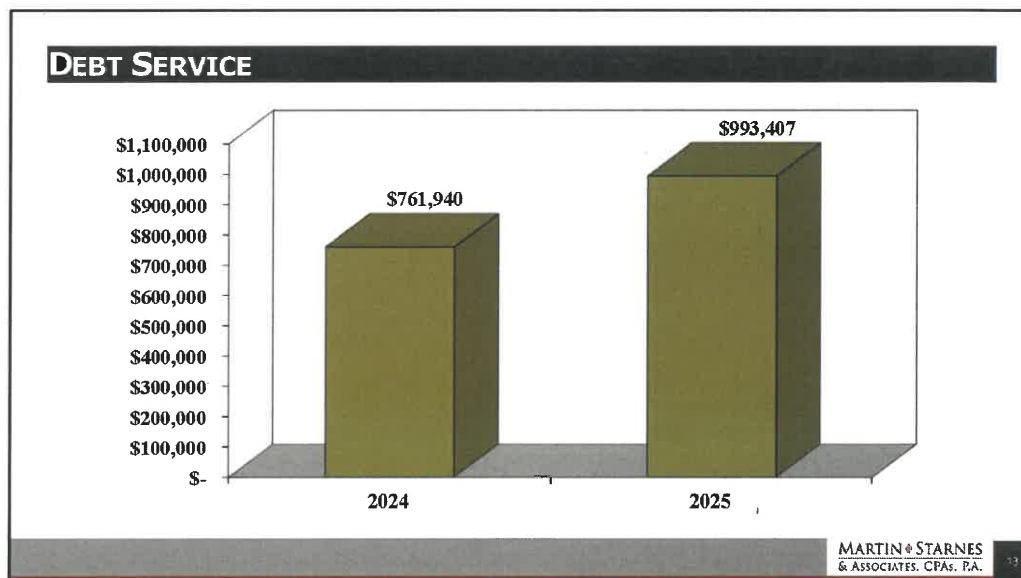
General Gov't expenditures decreased by -\$384K or -16% over the PY, which was primarily due to a decrease in non-departmental other operating expenses, as well as the decrease in salaries and employee benefits.



Public Safety expenditures increased \$565K or 6% over PY. Mainly due to increase in salaries and related employee benefits for the rescue department, as well as capital outlay.



Cultural and recreation decreased \$431K or -11% which is due to significant decrease in capital outlay expenditures for the library and aquatic center.



Increase of \$231k, which is primarily due to issuance of new debt, which in turn increased principal and interest payments accordingly.

### LONG-TERM DEBT

	2024	2025
Governmental Activities	\$ 8,147,641	\$ 8,038,281
Water Fund	4,338	3,136,885
Sewer Fund	2,292,843	2,585,790
Electric Fund	25,844	6,008,230
Stormwater Fund	499,998	1,587,326
Airport Fund	5,339	-
Solid Waste Fund	248,502	119,592
Cemetery Fund	-	-
<b>Total Long-term Debt</b>	<b>\$ 11,224,505</b>	<b>\$ 21,476,104</b>

MARTIN & STARNES & ASSOCIATES, CPAs, P.A. 14

Total increase \$10,251,599 primarily due to issuance of debt for the AMI project, as well as stormwater and water fund debt issuance.

Amounts above include Notes from direct borrowings, or installment purchases, W/S state revolving fund loans, lease and subscription liabilities issued.

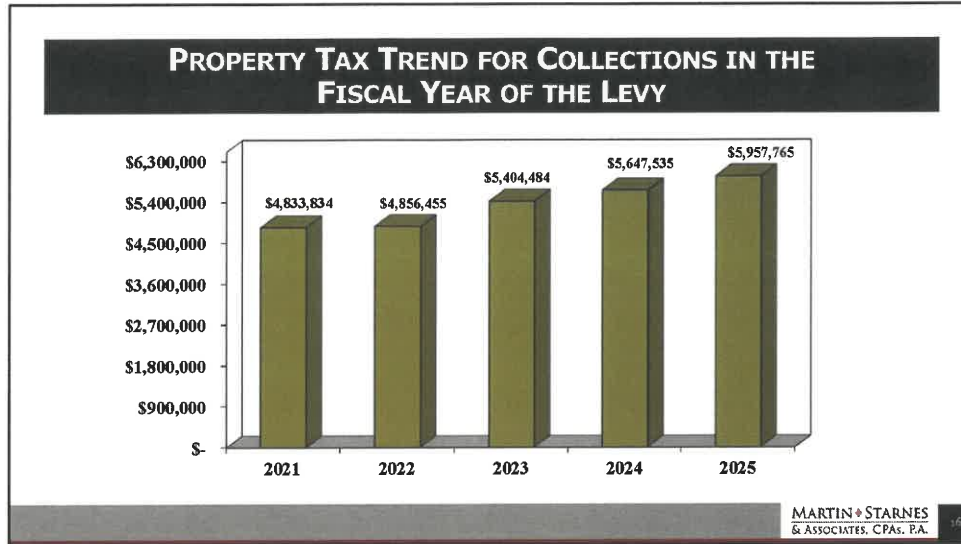
### LEGAL DEBT MARGIN

	2025
Assessed Valuation	\$ 1,023,050,862
Debt Limit - 8% of Assessed Valuation	81,844,069
Long-term Debt	21,191,212
<b>Legal Debt Margin</b>	<b>\$ 60,652,857</b>

MARTIN & STARNES & ASSOCIATES, CPAs, P.A. 15

Long-term debt above does not include leases and subscriptions.

Legal Debt Limit for the City allowed is \$81,844,069, which is 8% of the City’s total assessed valuation. Therefore, you can see that the City is well below the allowed limit for debt, even with the most recent debt issuances.



As mentioned, CY property tax revenues increase \$310K from the PY, due to increased Property tax collections.

### ENTERPRISE FUNDS OPERATING INCOME (LOSS) MODIFIED ACCRUAL

	Water	Sewer	Electric	Stormwater	Warren Field	Nonmajor
Income (Loss)	\$ 647,340	\$ (216,229)	\$ (4,583,442)	\$ (25,546)	\$ (48,167)	\$ 15,055
Transfer Out	(55,200)	(125,000)	(2,066,281)	(480,000)	(4,632)	-
Transfer In	-	-	-	3,730	164,627	168,189
Long - Term debt issued	3,227,074		6,264,317	-	-	-
Lease liabilities issued	21,994	10,997	32,991	-	-	-
<b>Net Income (Loss)</b>	<b>\$ 3,841,208</b>	<b>\$ (330,232)</b>	<b>\$ (352,415)</b>	<b>\$ (501,816)</b>	<b>\$ 111,828</b>	<b>\$ 183,244</b>

MARTIN ♦ STARNES & ASSOCIATES, CPAs, P.A.

Now for the EF's. Overall net income noted for all EF's but the Sewer, Electric, and Stormwater Fund.

The nonmajor EF's Income(loss):  
 Solid Waste – increase of \$115,319  
 Cemetery – decrease of -\$67,295

Of the Electric Fund transfers - \$247K was for Economic Development, \$1.6M went to GF, and \$168k to Cemetery Fund.

This slide represents modified accrual (cash basis, which is how the Council budgets), so this comes from the budget to actual schedules in the back of the audit report, before reconciling items.

<b>ENTERPRISE FUNDS</b>			
<b>AVAILABLE RESOURCES FOR FUTURE OBLIGATIONS</b>			
<b>JUNE 30, 2025</b>			
	<u>Water</u>	<u>Sewer</u>	<u>Electric</u>
Unrestricted Cash and Investments	\$ 6,040,181	\$ 2,116,459	\$ 14,287,587
Accounts Receivable	576,851	489,977	3,896,038
Available Resources	6,617,032	2,606,436	18,183,625
Current Liabilities	1,549,532	640,400	6,091,327
Total Available for Noncurrent Obligations	5,067,500	1,966,036	12,092,298
Total Operating Expense	3,915,401	4,482,094	40,255,272
Available Resources % of Expenditures CY	129%	44%	30%
General Fund Available Fund Balance 50.25% of General Fund Expenditures + Transfers			

MARTIN & STARNES  
& ASSOCIATES, CPAs, P.A. 18

This slide represents the EF’s available assets the City has on hand at year end in comparison to the liabilities, which is similar to the GF AFB calculation from a few slides ago.

Enterprise Funds do not report fund balance, so this is a good analysis to compare your GF to your EF, but is used internally, not by the LGC.

<b>ENTERPRISE FUNDS</b>			
<b>AVAILABLE RESOURCES FOR FUTURE OBLIGATIONS</b>			
<b>JUNE 30, 2025</b>			
	<u>Stormwater</u>	<u>Warren Field</u>	<u>Nonmajor</u>
Unrestricted Cash and Investments	\$ 2,426,088	\$ 1,370,559	\$ 1,446,329
Accounts Receivable	324,460	822,711	238,850
Available Resources	2,750,548	2,193,270	1,685,179
Current Liabilities	908,717	13,193,341	575,718
Total Available for Noncurrent Obligations	1,841,831	(11,000,071)	1,109,461
Total Operating Expense	1,809,848	946,219	2,277,811
Available Resources % of Expenditures CY	102%	-1163%	49%
General Fund Available Fund Balance 50.25% of General Fund Expenditures + Transfers			

MARTIN & STARNES  
& ASSOCIATES, CPAs, P.A. 19

This slide represents the EF’s available assets the City has on hand at year end in comparison to the liabilities, which is similar to the GF AFB calculation from a few slides ago.

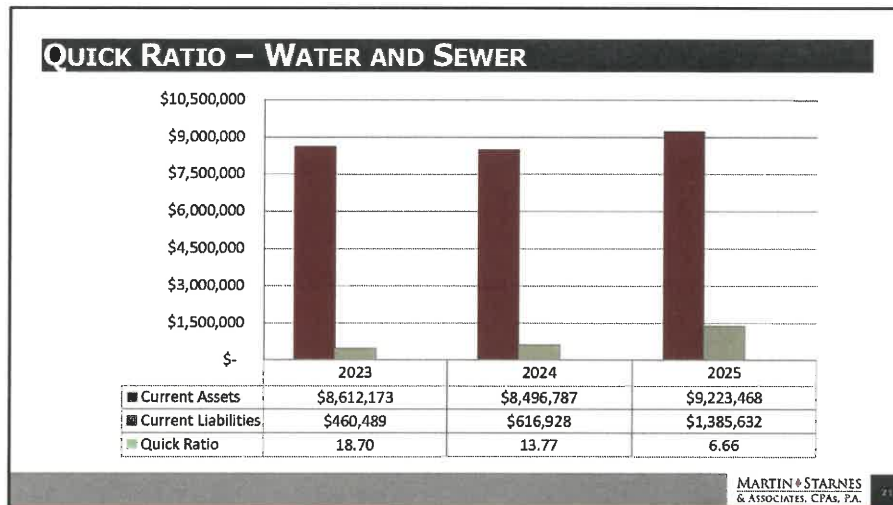
Note: the negative available resources for the Airport fund is due to the Advance from Grantors

Enterprise Funds do not report fund balance, so this is a good analysis to compare your GF to your EF, but is used internally, not by the LGC.

<b>ELECTRIC FUND AVAILABLE RESOURCES FOR FUTURE OBLIGATIONS</b>					
	2021	2022	2023	2024	2025
Unrestricted Cash and Investments	\$ 17,034,100	\$ 18,615,991	\$ 19,709,248	\$ 20,582,750	\$ 14,287,587
Accounts Receivable	3,612,519	4,212,614	3,606,715	3,971,209	3,896,038
Available Resources	20,646,619	22,828,605	23,315,963	24,553,959	18,183,625
Current Liabilities	3,135,816	3,541,956	3,147,027	4,356,862	6,091,327
Total Available for Noncurrent Obligations:	17,510,803	19,286,649	20,168,936	20,197,097	12,092,298
Total Operating Expense	28,872,925	30,553,906	30,259,865	32,007,409	40,255,272
Available Resources % of Expenditures	61%	63%	67%	63%	30%

MARTIN & STARNES & ASSOCIATES, CPAs, P.A.

Showing Electric Fund separately, the City’s available resources as a % of expenditures decreased approx. 33% over the PY due to a decrease in available resources and an increase in operating expenditures.



The LGC is now requiring certain information to be presented to the board on each audit. This information comes from the LGC’s data input sheet that is prepared and sent with the City’s audit report each year.

The LGC is normally concerned with a quick ratio less than 1, which basically means the entity does not have enough “cash” to pay current bills, so 6.66, the City is considered to be doing well in this area, even though we have been seeing a downward trend.


If asked:

Current assets less restricted current assets less inventory/prepays- as listed on Exhibit G

Current liabilities less current compensated absences less liabilities payable from restricted assets less current portion of OPEB - as listed on Exhibit G

**GENERAL PERFORMANCE INDICATORS**

- ❖ Stable property tax valuation & collection %
- ❖ High available FB %
- ❖ Water/Sewer net income and cash to expense ratio
- ❖ One Financial Performance Indicators of Concern




MARTIN ♦ STARNES  
& ASSOCIATES, CPAs, P.A.


Along with submission of the audit to the LGC, we are required to complete a data input sheet with various financial information. The finance director reviews and certifies this template to be submitted. This template analyzed the data and shoots out results as performance indicators. Performance indicators range from deficit fund balance, statutory violations, or significant findings.


Additionally, the FPIC’s are as noted:


- 1) Water and Sewer condition of assets at .35. LGC considers anything less than .50 as an indication of asset replacements in the near future,



**Questions?**

(Kelly Gooderham) 

(828.327.2727) 

(kgooderham@msa.cpa) 

www.msa.cpa 

MARTIN ♦ STARNES  
& ASSOCIATES, CPAs, P.A.

Council members asked for and received clarification on the audit presentation. Ms. Gooderham stated she felt the city was in good financial position in comparison to other cities of the same size.

**CONSENT AGENDA:**

*(The Consent Agenda is where routine items are approved as a group without Council discussion. If any Council member would like a separate vote or discussion on any Consent Agenda item, the item may be removed from the Consent Agenda and moved to New Business.)*

- A. Adopt – Grant Project Ordinance for donations to the History Center and Museum Project HISCON (**copy attached**)
- B. Authorize – George H. and Laura E. Brown Library to apply for a LSTA Grant

By motion of Councilmember Perreault, seconded by Mayor Pro tem Fritz, Council approved the consent agenda as presented.

**COMMENTS FROM THE PUBLIC:**

1. *Each speaker must sign-in on the sign-up sheet on the table at the back of the Council Chambers.*
2. *During the Comments from the public portion of the agenda, the City Manager will call on individuals signed in to address Council*
3. *When called to speak, each speaker will identify him/herself by giving his/her **name and address**.*
4. *Each speaker will be limited to speaking one time on any topic. When you are finished speaking please step away from the podium and be seated.*
5. *Each speaker will be limited to **three (3) minutes** and each group's representative will be limited to a **maximum of five (5) total minutes**. Each group is encouraged to designate a single spokesperson for their group.*

James Smallwood stated he is representing PS Jones Alumni High School Association and opposes a rezoning request. Mr. Roberson noted the Planning Board did not recommend the rezoning and therefore the petitioner withdrew the request.

Tracy Warren, Liz Barnhardt and Ned Hulbert spoke in regard to the proposed NCDOT 15<sup>th</sup> Street project and are opposed to the plan as presented.

Shannon Russell spoke on behalf of the “Main Street Coalition” and the right to speak freely about her government. She stated an email was sent to the Beaufort County Commissioners by Mayor Pro tem Fritz that stated she should be fired for her social media posts.

Charles Phillips and Bob Rich spoke in regard to the NCDOT 15<sup>th</sup> Street project. They are co-owners the Mid-town shopping center and are in favor of the project.

Billie Watkins spoke in regard to the NCDOT 15<sup>th</sup> Street project and said Washington needs a business district and that’s what this street will do.

**COMMENTS FROM MAYOR/CITY COUNCIL:**

Mayor Pro tem Fritz spoke in regard to the recent comments by Shannon Russell.

Councilmember Horton stated he does not agree with statements made by Mayor Pro tem Fritz.

Councilmember Perreault stated the Council needs to work together as a team and we are not doing that right now.

Councilmember Tyre discussed the NCDOT 15<sup>th</sup> Street project and stated he felt Mayor Brabo and Mayor Pro tem Fritz should recuse themselves from discussions regarding this project.

Councilmember Davis stated he is a primary target regarding some of this conversation and feel Council needs to work on unity.

Councilmember Horton agreed Council needs to work on being unified.

**SCHEDULED PUBLIC APPEARANCES: NONE**

**PUBLIC HEARING 6:00PM - ZONING: NONE**

**PUBLIC HEARING 6:00PM- OTHER: NONE**

**Recess**

**CORRESPONDENCE AND SPECIAL REPORTS:**

**MEMO – PO’S > \$50,000**

The following budgeted purchase orders that are in excess of \$50,000 have been issued for the month:

<u>PO Number</u>	<u>Amount</u>	<u>Vendor</u>	<u>Description</u>
069826	\$102,412.78	EASTERN AVIATION FUELS, INC	AVIATION FUEL PURCHASES
069790	\$270,538.40	TALBERT BRIGHT & ELLINGTON LLC	REPLACES PO#069462 (DUE TO VENDOR NAME CHANGE) #4207-2503 AERO PROJECT TRDF
069791	\$419,722.01	TALBERT BRIGHT & ELLINGTON LLC	REPLACES PO#069207 & PO#069592 (DUE TO VENDOR NAME CHANGE) NORTH GA – CONSTRUCTION ADMINISTRATION

**MEMO – BUDGET TRANSFERS**

The Budget Officer reallocated appropriations among various departmental totals of expenditures within authorized funds.

NC GS 159-15 states that this shall be reported to the Council at its next regular meeting and be entered in the minutes.

035-8390-7000	-\$4,750.00
035-8380-3600	\$4,750.00

	Department	Account Number	Account Name	Amount
FROM:	Electric	035-8390-7000	Noncapitalized Purchases	\$4,750
TO:	Electric	035-8380-3600	Uniforms-Employer's Share	\$4,750

For the purpose of: Cover expenses for employee uniforms.

**MEMO – BYRNE JAG GRANT APPLICATION**

To: City Manager Bobby Roberson

From: Interim Chief of Police Phil Rollinson

Reference: Byrne JAG Grant Application

Staff Presentation: N/A

This correspondence is to inform the Washington City Council of the intent of the Washington Police Department to apply for the Edward Byrne Justice Assistance Grant in the amount of \$40,000.00. This award has no match requirement.

**MEMO – JULY 4, 2026**

FROM: Chrissy Rhem, Parks & Recreation  
 RE: July 4<sup>th</sup> 2026

In March of 2012 City Council authorized the City Manager to sign the Release, Hold Harmless and Indemnification agreement with Bridge Harbor, LLC. City Council also authorized the City Manager to sign the Agreement with East Coast Pyrotechnics, INC. The Manager was authorized to sign these agreements for future years as long as the release or agreement did not change.

The Release, Hold Harmless and Indemnification Agreement from the City to Bridge Harbor, LLC for the use of Bridge Harbor, LLC's property during the July 4, 2026 has been executed. The Agreement with Pyro Shows East Coast Inc., formerly East Coast Pyrotechnics has also been executed.

**NORTH CAROLINA  
BEAUFORT COUNTY**

**RELEASE, HOLD HARMLESS AND INDEMNIFICATION AGREEMENT**

WHEREAS, the City of Washington ("City") has contracted with Pyro Shows East Coast Inc., formerly East Coast Pyrotechnics, Inc. to provide a fireworks show for the public on July 4, 2026.

WHEREAS, the City has requested Bridge Harbor, LLC to allow its property to be used in conjunction with the above.

WHEREAS, Bridge Harbor, LLC desires to permit its property to be used in conjunction with the above upon the condition that the City furnish it with this Release, Hold Harmless and Indemnification Agreement ("Release").

NOW THEREFORE, know all persons by these presents, upon execution of this Release and in consideration of the foregoing, which consideration is acknowledged to be sufficient and legally binding, the City does hereby agree to unconditionally release, hold harmless, indemnify, acquit and forever discharge Bridge Harbor, LLC, and its respective agents, representatives, insurers, successors, and assigns, and each of them, respectively, of and from all and any manner of action or actions, cause and causes of actions, claims, demands, costs, expenses, attorney's fees, and consequential, general, special, and punitive damages or liabilities, known or unknown, on account of, or in any way related to or growing out of the use of Bridge Harbor, LLC's property to produce a firework show for the public on July 4, 2026 as more particularly described hereinabove.

IN WITNESS WHEREOF, the City has caused this instrument to be executed in its name by its City Manager, attested by its City Clerk, and its corporate seal to be hereunto affixed, all by proper corporate authority duly given.

This the 22<sup>nd</sup> day of January, 2026.

**CITY OF WASHINGTON**



Bobby Robinson (Seal)  
Bobby Robinson, Interim City Manager

Cynthia S. Bennett  
Cynthia S. Bennett, City Clerk

**STATE OF NORTH CAROLINA  
COUNTY OF BEAUFORT**

I, Jessica Green, a Notary Public of the State and County aforesaid, do hereby certify that CYNTHIA S. BENNETT personally appeared before me this day and acknowledged that she is the City Clerk CITY OF WASHINGTON, a body politic and corporate, and that by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by its City Manager, sealed with its corporate seal and attested by herself as its City Clerk.

WITNESS my hand and Notarial seal, this the 22 day of January, 2026.

Jessica Green  
NOTARY PUBLIC

My Commission expires: July 24 2027



**REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES: NONE**

**APPOINTMENT: NCEMPA BOARD OF COMMISSIONERS**

A motion was made by Councilmember Perrault to appoint Councilmember Tyre, Shane Lewis as 1<sup>st</sup> Alternate and Kenny McConville as 2<sup>nd</sup> Alternate. The motion was seconded by Mayor Pro tem Fritz. ( Councilman Tyre declined the appointment). Voting for the motion: Perrault; Opposed: Tyre, Horton, Davis, Fritz. Motion failed 1-4.

Mayor Pro tem Fritz volunteered to serve on this board. A motion was made by Councilmember Tyre and seconded by Councilmember Horton to appoint Mayor Pro tem Fritz to the NCEMPA Board of Commissioners. All in favor.

A motion was made by Councilmember Perrault, seconded by Councilmember Tyre, to appoint Shane Lewis as 1<sup>st</sup> Alternate and Kenny McConville as 2<sup>nd</sup> Alternate to the NCEMPA Board of Commissioners. All in favor. (Kenny McConville later declined the appointment of second alternate.)

**OLD BUSINESS:**

**APPROVE – ASSISTANT CITY MANAGER JOB DESCRIPTION, SALARY RANGE AND BUDGET ORDINANCE AMENDMENT**

Interim City Manager, Roberson stated members of the City Council requested the Interim City Manager and the Human Resources Director to prepare a job description, and salary range for an Assistant City Manager. In order to proceed with the hiring the City Council needs to approve a budget ordinance amendment to appropriate the money from fund balance to fund the Assistant City Manager position. Mr. Roberson stated he will do whatever Council wants him to do.

A motion was made by Councilmember Davis and seconded by Mayor Pro tem Fritz to approve the Assistant City Manager job description, salary range and budget ordinance amendment to appropriate money from Fund Balance to fund the position through June 30, 2026.

Councilmember Tyre and Councilmember Horton thought the new City Manager, not the Interim City Manager would create and hire this position. Mayor Pro tem Fritz noted this action creates and approves the budget so the position can be posted, but it is up to the Interim City Manager if he fills it or not.

Voting for the motion: Fritz, Perrault, Davis; Against: Horton & Tyre. Motion carries 3-2.

<b>VOTE:</b>	<b>YES</b>	<b>NO</b>
<b>Mayor Pro tem Fritz</b>	<b>x</b>	
<b>Councilmember Davis</b>	<b>x</b>	
<b>Councilmember Perreault</b>	<b>x</b>	
<b>Councilmember Horton</b>		<b>x</b>
<b>Councilmember Tyre</b>		<b>x</b>

**AUTHORIZE – CITY MANAGER TO ENTER INTO A FARM LEASE AGREEMENT WITH ARNOLD FARMS, INC. CONTAINING 55 ACRES**

**BACKGROUND AND FINDINGS:** Farm Lease Agreement with Arnold Farms, Inc. for the property that will become part of the airport industrial park. The property is currently leased for agricultural purposes. This is a renewal of last year’s lease.

By motion of Mayor Pro tem Fritz, seconded by Councilmember Perreault, Council authorized the City Manager to enter into a Farm Lease Agreement with Arnold Farms, Inc. containing 55 acres. **(copy attached)**

<b>VOTE:</b>	<b>YES</b>	<b>NO</b>
<b>Mayor Pro tem Fritz</b>	<b>x</b>	
<b>Councilmember Davis</b>	<b>x</b>	
<b>Councilmember Perreault</b>	<b>x</b>	
<b>Councilmember Horton</b>	<b>x</b>	
<b>Councilmember Tyre</b>	<b>x</b>	

**AUTHORIZE – CITY MANAGER TO ENTER INTO A FARM LEASE AGREEMENT WITH ARNOLD FARMS, INC. CONTAINING 60 ACRES**

**BACKGROUND AND FINDINGS:** Farm Lease Agreement with Arnold Farms, Inc. for the property that will become part of the airport industrial park. The property is currently leased for agricultural purposes. This is a renewal of last year’s lease.

By motion of Councilmember Tyre, seconded by Mayor Pro tem Fritz, Council authorized the City Manager to enter into a Farm Lease Agreement with Arnold Farms, Inc. containing 60 acres. **(copy attached)**

<b>VOTE:</b>	<b>YES</b>	<b>NO</b>
<b>Mayor Pro tem Fritz</b>	<b>x</b>	
<b>Councilmember Davis</b>	<b>x</b>	
<b>Councilmember Perreault</b>	<b>x</b>	
<b>Councilmember Horton</b>	<b>x</b>	
<b>Councilmember Tyre</b>	<b>x</b>	

**NEW BUSINESS:**

**PRESENTATION– FUNDING FOR OUTSIDE/SUPPORT AGENCIES**  
(item removed)

**AWARD – ENGINEERING SERVICES CONTRACT FOR WASHINGTON-WARREN AIRPORT TO TALBERT, BRIGHT & ELLINGTON**

**BACKGROUND AND FINDINGS:** This adoption identifies our engineer of record to satisfy the North Carolina Department of Aviation policy designating an engineer. Talbert, Bright & Ellington have performed engineering work for the airport on numerous projects in the past performing satisfactorily. This selection was done through an RFQ (Request for Qualification) process. Mayor Brabo stated page one of the contract needs to state five “years” as the “years” part was inadvertently left blank.

A motion was made by Councilmember Perreault, seconded by Mayor Pro tem Fritz to award the engineering services contract for Washington Warren Airport to Talbert, Bright & Ellington for a period of five years.

Councilmember Perrault ask for the cost of the contract and Josh Waters, Airport Manager stated there is no direct cost to the city for this contract itself. A work authorization or scope of work is required prior to any funds being expended and this has to be approved by City Council. **(copy attached)**

All members voted in favor and the motion carried.

VOTE:	YES	NO
Mayor Pro tem Fritz	x	
Councilmember Davis	x	
Councilmember Perreault	x	
Councilmember Horton	x	
Councilmember Tyre	x	

**APPROVE – GRANT ORDINANCE AMENDMENT FOR AIRFIELD DRAINAGE IMPROVEMENTS PHASE 2**

BACKGROUND AND FINDINGS: The original funding that was awarded was in the notification of award was \$2,628,000 and the project was set up for that amount. However, once the project work authorization came in, it was at a reduced amount. The budget needs to be adjusted to reflect the updated amount awarded for the project and this action accomplishes that. Josh reviewed with council.

By motion of Councilmember Tyre, seconded by Councilmember Horton, Council approved the Grant Ordinance Amendment to adjust the budget to the final funding amount awarded for airfield drainage improvements phase 2. All in favor. **(copy attached)**

VOTE:	YES	NO
Mayor Pro tem Fritz	x	
Councilmember Davis	x	
Councilmember Perreault	x	
Councilmember Horton	x	
Councilmember Tyre	x	

**AUTHORIZE – MAYOR TO EXECUTE ENGINEERING AGREEMENT WITH RIVERS AND ASSOCIATES FOR THE JACK’S CREEP PUMP STATION AUTOMATED SCREEN PROJECT**

BACKGROUND AND FINDINGS: The City accepted funding on August 5, 2024 for the Jacks Creek Pump Station Automated Screens Project No.: SRP-SW-0005 from the Local Assistance for Stormwater Infrastructure investments (LASII) funding program that will cover one hundred percent (100%) of eligible design costs up to the awarded amount of \$365,000. The design will include two automated bar screens at the pump station to help mitigate the current flooding issues occurring within the drainage basin and to alleviate safety concerns for City personnel. The automated screens can operate continuously without the need for personnel to be on-site during storm events. This will improve the ability of the pump station to operate more efficiently, reducing the potential for blinding of the existing manual bar screens and damaging the pumps.

By motion of Councilmember Perrault, seconded by Councilmember Tyre, Council authorized the Mayor to execute the Engineering Agreement with Rivers and Associates for the Jacks Creek Pump Station Automated Screens Project in the amount of \$340,000 and approved subsequent Purchase Order. All in favor. **(copy attached)**

<b>VOTE:</b>	<b>YES</b>	<b>NO</b>
<b>Mayor Pro tem Fritz</b>	<b>x</b>	
<b>Councilmember Davis</b>	<b>x</b>	
<b>Councilmember Perreault</b>	<b>x</b>	
<b>Councilmember Horton</b>	<b>x</b>	
<b>Councilmember Tyre</b>	<b>x</b>	

**ADOPT – RESOLUTION TO APPLY FOR T-MOBILE HOMETOWN GRANT FOR FINANCIAL ASSISTANCE FOR THE DOWNTOWN STREETSCAPE IMPROVEMENT PROJECT PHASE 2**

**BACKGROUND AND FINDINGS:**The City of Washington seeks to continue enhancing the downtown area through Phase 2 of the Streetscape Improvement project. The project will include critical infrastructure improvements, sidewalk enhancements, decorative lighting, landscaping, and street furniture to improve pedestrian safety, accessibility, and overall aesthetic appeal of the downtown business district. The T-Mobile Hometown grant provides an opportunity to secure necessary funding for both engineering and construction phases of this project.

Domini Cunningham, Interim Community & Cultural Services Director stated the total project estimate is \$1.5million. We have submitted an application through the rural downtown grant for \$850,000 and there is a 5% match for this grant and we would have to make up approximately \$630,000.

**OR**

**AUTHORIZE - RECREATION DIRECTOR TO APPLY FOR THE HOMETOWN T-MOBILE GRANT IN THE AMOUNT OF \$50,000 TO DEVELOP AN ADULT SOCCER PRACTICE FIELD NEAR THE BOBBY ANDREWS RECREATION CENTER**

**BACKGROUND AND FINDINGS:** T-Mobile is committing up to \$25 million through 2026 to support small towns, villages, and territories across America by funding community projects. Grants are up to \$50K per town, per quarter. Applications will be open on a quarterly basis with the following schedule. Spring: Applications open January-March. Funding would be used to develop an adult soccer field on the old "band field" near the Bobby Andrews Recreation Center. This field will be used as a practice area and games if requested. This would cover the entire project.

Kristi Roberson, Parks and Recreation Director stated the T-Mobile grant would cover the cost for this entire project. Councilmember Perreault asked if the field would be fenced in and Ms. Roberson stated yes.

By motion of Councilmember Perreault, seconded by Councilmember Davis, Council authorized the Recreation Director to apply for the Hometown T-Mobile grant in the

amount of \$50,000 to develop an adult soccer practice field near the Bobby Andrews Recreation Center.

<b>VOTE:</b>	<b>YES</b>	<b>NO</b>
<b>Mayor Pro tem Fritz</b>	<b>x</b>	
<b>Councilmember Davis</b>	<b>x</b>	
<b>Councilmember Perreault</b>	<b>x</b>	
<b>Councilmember Horton</b>	<b>x</b>	
<b>Councilmember Tyre</b>	<b>x</b>	

**AUTHORIZE – STAFF TO PROCEED WITH ELIMINATING WHICHARD’S BEACH FROM THE CITY OF WASHINGTON’S ETJ**

Interim City Manager, Roberson stated that for many years North Carolina cities used the "standard and services" provisions to annex property into the corporate limits without the vote of the people. The new area annexed had to be in compliance with the Civil Rights Act of 1965. The extraterritorial limit gave cities the authority to go beyond the corporate limits of the city to regulate land use controls. Property owners in the ETJ had representation on the Planning Board and the Board of Adjustment and could vote as if they were in the city. The ETJ property owners were regulated by the city, but were not allowed to vote or pay city taxes. Several years ago, the N.C. General Assembly did away with the Standard and Services Provision for cities to annex property. Mr. Roberson recommends that staff be authorized to move forward to remove Whichard’s Beach from the ETJ. Mr. Roberson stated that to his knowledge no one from Whichard’s Beach has ever asked to be in the ETJ.

Councilmember Tyre asked Mr. Roberson if he had spoken with the residents of that area and Mr. Roberson stated he had not.

No motion was made.

**DISCUSSION - CIP REVIEW**

Mr. Roberson stated the CIP will be reviewed during the budget workshops. Councilmember Perreault asked if the grant writer reviews the CIP for potential grants prior to this being presented to Council. Councilmember Tyre noted the grant writer does not look for grants prior to items being placed on the CIP.

**ADOPT – 15<sup>TH</sup> STREET RESOLUTION (item removed)**

**SET – PROPERTY TAX RATE**

Mr. Roberson stated setting the tax rate is actually part of the budget process and it is premature to do so at this time, but noted Council can suggest a recommended rate. Mr. Roberson stated we are planning to go back to the baseline budget from two years ago. The City Attorney agreed that it is premature to set the tax rate, but Council can recommend a tax rate.

Mayor Pro tem Fritz made a motion to recommend a property tax rate of \$0.3775 (target the revenue neutral rate from the last budget year) and the motion was seconded by Councilmember Davis.

Councilmember Tyre asked what numbers will be presented to Council and Mr. Roberson stated there will be three columns presented in the budget. One column from staff, one from the city manager and the final column is the approved amount from Council. Councilmember Perrault noted that giving this number to staff early on, gives them plenty of time to work on the budget.

Voting for the motion: Fritz, Davis, Perrault; Against: Horton, Tyre Motion carried 3-2.

VOTE:	YES	NO
Mayor Pro tem Fritz	x	
Councilmember Davis	x	
Councilmember Perreault	x	
Councilmember Horton		x
Councilmember Tyre		x

**AUTHORIZE – WASHINGTON ELECTRIC UTILITIES BOARD TO REPORT ON HOW TO BECOME AN INDEPENDENT UTILITIES COMMISSION**

A motion was made by Mayor Pro tem Fritz, seconded by Councilmember Perrault to authorize the Interim City Manager and staff to perform data gathering to determine the benefits or drawbacks of Washington Electric Utilities becoming an independent utility authority. All voted in favor.

Discussion was held regarding the vacant positions on the Washington Electric Utilities Advisory Board. There are currently three vacancies.

VOTE:	YES	NO
Mayor Pro tem Fritz	x	
Councilmember Davis	x	
Councilmember Perreault	x	
Councilmember Horton	x	
Councilmember Tyre	x	

**AUTHORIZE – STAFF TO REVIEW SOFTWARE FOR PUBLIC RECORDS LAW COMPLIANCE**

A motion was made by Mayor Pro tem Fritz, seconded by Councilmember Perreault to authorize the Interim City Manager and staff to gather information regarding public records law compliance.

Councilmember Perreault suggested that all department heads and Council members should have city issued cell phones.

VOTE:	YES	NO
Mayor Pro tem Fritz	x	
Councilmember Davis	x	
Councilmember Perreault	x	
Councilmember Horton	x	
Councilmember Tyre	x	

**ANY OTHER ITEMS FROM CITY MANAGER:**

Interim City Manager, Roberson stated he will be forwarding the notification to the Division of Motor Vehicles noting the City intends to close down the License Plate Agency. The City has to provide the State with a four months’ notice.

**ANY OTHER BUSINESS FROM THE MAYOR OR OTHER MEMBERS OF COUNCIL:  
CITY MANAGER POSITION**

Councilmember Tyre asked for an update on the City Manager job posting. Human Resources Director, Nicole Williams explained we have received approximately thirty applications and the cut-off date is February 21<sup>st</sup>. Councilmember Tyre asked for the best practice for proceeding with this process. Ms. Williams noted all the applications will be forwarded to Council for review, then Council can narrow the applications down to determine how many to interview. Ms. Williams reviewed the process again with Council. She noted she started by screening for minimum qualifications and she was directed to send all applications. She cautioned Council to make sure the applications meet minimum qualifications. Mayor Brabo stated she did email Ms. Williams about adding an applicant that sent her an application and resume even though they didn’t have municipal experience. Ms. Williams stated she was instructed by the Interim City Manager to send all applications to Council. Councilmember Tyre suggested they should only review applications that meet qualifications. Mrs. Williams agreed, therefore following the proper procedure and job description. Mayor Pro tem Fritz noted that all of the Council members reviewed and agreed on the criteria for the position. The next step will be to setup a special meeting to review the applications.

**FINACIAL PARTNER POLICY**

Councilmember Davis made a motion to amend the Charter.

Mayor Brabo stated the amendment portion of the agenda has already taken place. But no action can be added.

Councilmember Davis would like to have two action meetings per month.

**CLOSED SESSION: UNDER NCGS 143-318.11 (A)(3) ATTORNEY/CLIENT, BRABO V. CITY, U.S. DISTRICT COURT, EASTERN DISTRICT OF NORTH CAROLINA 4:25-CV-00207-D-BM NCGS 143-318.11 (A)(1) DISCLOSURE OF CONFIDENTIAL INFORMATION, 143-318.10(E) PUBLIC RECORDS ACT**

Mayor Brabo entertained a motion to enter into closed session under NCGS 143-318.11. A motion was made by Councilmember Perreault, seconded by Mayor Pro tem Fritz. Motion fails 0-5.

By motion of Councilmember Tyre, seconded by Councilmember Perreault, Council agreed to enter into closed session under NCGS 143-318.11 (A)(3) Attorney/Client, Brabo V. City, U.S. District Court, Eastern District of North Carolina 4:25-CV-00207-D-BM NCGS 143-318.11 (A)(1) Disclosure of Confidential Information, 143-318.10(E) Public Records Act.

**ADJOURN:**

A motion was made by Councilmember Perreault, seconded by Councilmember Tyre to adjourn the meeting until February 23, 2026 at 4:00pm for the Committee of the Whole meeting. After much discussion regarding which boards and/or commissions would be required to present at the Committee of the Whole meeting a vote was taken and the motion to adjourn until February 23 failed. Council has tabled the Committee of the Whole meetings until further notice.

By motion of Councilmember Perreault, seconded by Councilmember Tyre, the meeting was adjourned until March 9, 2026 at 5:30pm.

(Subject to approval of City Council)

s/Cynthia S. Bennett, MMC  
City Clerk

**CITY COUNCIL MINUTES  
WASHINGTON, NORTH CAROLINA**

**March 5, 2026**

The Washington City Council met in a special meeting on Thursday, March 5, 2026 at 2:30pm in the Council Chambers at the Municipal Building. Present: Nick Fritz, Mayor Pro tem; Max Perreault, Councilmember; Joe Davis, Councilmember; Antwan Horton, Councilmember and Anthony Tyre, Councilmember. Also present, Cynthia Sullivan Bennett, City Clerk. Ellen Brabo, Mayor was absent.

Mayor Pro tem Fritz called the meeting to order.

**CLOSED SESSION UNDER NCGS 143-318.11 (A)(6) PERSONNEL**

By motion of Councilmember Tyre, seconded by Councilmember Perreault, Council agreed to enter into closed session under NCGS 143-318.11 (A)(6) Personnel.

By motion of Councilmember Tyre, seconded by Councilmember Horton, Council returned to open session.

By motion of Councilmember Tyre, seconded by Councilmember Horton, Council adjourned the meeting until March 9, 2026 at 5:30pm in the City Council Chambers.

(Subject to approval of City Council)

s/Cynthia S. Bennett, MMC  
City Clerk

**CITY COUNCIL MINUTES  
WASHINGTON, NORTH CAROLINA**

**March 19, 2026**

The Washington City Council met in a special meeting on Thursday, March 19, 2026 at 7:50am in the Council Chambers at the Municipal Building. Present: Ellen Brabo, Mayor; Nick Fritz, Mayor Pro tem; Max Perreault, Councilmember; Joe Davis, Councilmember; Antwan Horton, Councilmember and Anthony Tyre, Councilmember. Also present, Cynthia Sullivan Bennett, City Clerk.

Mayor Brabo called the meeting to order.

**CLOSED SESSION UNDER NCGS 143-318.11 (A)(6) PERSONNEL**

By motion of Mayor Pro tem Tyre, seconded by Councilmember Perreault, Council agreed to enter into closed session under NCGS 143-318.11 (A)(6) Personnel.

By motion of Mayor Pro tem Fritz, seconded by Councilmember Horton, Council returned to open session.

By motion of Councilmember Perreault, seconded by Councilmember Tyre, Council adjourned the meeting until March 20, 2026 at 9:00am in the City Council Chambers.


(Subject to approval of City Council)

s/Cynthia S. Bennett, MMC  
City Clerk

The Washington City Council met in a special meeting on Friday, March 20, 2026 at 9:00am in the Council Chambers at the Municipal Building. Present: Ellen Brabo, Mayor; Nick Fritz, Mayor Pro tem; Max Perreault, Councilmember; Joe Davis, Councilmember and Anthony Tyre, Councilmember. Also present, Cynthia Sullivan Bennett, City Clerk and Franz Holscher, City Attorney. Councilmember Antwan Horton was absent.

Mayor Brabo called the meeting to order.

**WORK SESSION WITH NCDOT REGARDING STIP PROJECT NO. U-5860  
15<sup>TH</sup> STREET (SR 1306)**



**NORTH CAROLINA**  
Department of Transportation

**15<sup>th</sup> Street (SR 1306) Project**  
Washington, Beaufort County  
STIP Project No. U -5860

Allison Thorburn, PE	Cadmus Capehart, PE
Heather Lane, PE	Mary Beth Houston, PE
Michael Aman, PE	Cathrine Hossack, PE

3/20/2026

Connecting people, products and places safely and efficiently with customer focus, accountability and environmental sensitivity to enhance the economy and vitality of North Carolina

ncdot.gov

15th Street Project

### Workshop Agenda

- Opening Statement – Mary Beth
- Introductions – All
- Presentation – Allison
- Group Question & Answer Session – All



ncdot.gov

15th Street Project

### STIP Project U-5860 is Restarted

- At the January 2023 Washington City Council work session, **the council requested that U-5860 move forward.**
  - The City understands a median is required.
  - The City requests that a sidewalk and multi-use path be included & NCDOT agreed.
  - **NCDOT received full consensus from City Council to move forward.**
- City entered into a Utility Preliminary Engineering Agreement (UPEA) with NCDOT

CITY COUNCIL MINUTES  
WASHINGTON, NORTH CAROLINA

JANUARY 24, 2023  
PAGE

The Washington City Council met in a work session on Tuesday, January 24, 2023 at 3:30pm at the Washington-Warren Airport Conference Room. Present: Donald Sadler, Mayor; Richard Brooks, Mayor Pro tem; Lou Hodges, Councilmember; William Pitt, Councilmember; Mike Renn, Councilmember and Bobby E. Roberson, Councilmember. Also present: Jonathan Russell, City Manager and Cynthia S. Bennett, City Clerk.

Mayor Sadler called the meeting to order and City Manager, Jonathan Russell provided an overview of the agenda and updates on several ongoing projects.

- 15th Street clarification/confirmation  
Jeff Cabaniss, NCDOT reviewed the project with Council and Jonathan Russell, City Manager provided a highlight of the letter of support City Council sent NCDOT late last year.

Council and Mr. Cabaniss discussed their support of the project and Council understood that a median would be necessary. Council asked about adding a sidewalk, multi-use path and other pedestrian accommodations and Mr. Cabaniss stated NCDOT will work with the City to preserve all pedestrian concerns. It was again noted that a median is non-negotiable per NCDOT, you can turn left and make U-turns at signals. NCDOT will install sidewalks covering the cost at 100%, a multi-use path on one side and sidewalk on the other could be a possibility with the city paying for the difference in the cost of concrete for the multi-use lane/bike lane. Council again expressed their support for the project. Right of way acquisition will begin in 2026, construction in 2028. Mr. Russell noted the complete streets concept is more applicable now. The City has a landscape architect on staff that could assist with developing a landscaping plan for the median. Mr. Cabaniss noted the cost (as of last summer's prices) would be \$22-\$23 million.

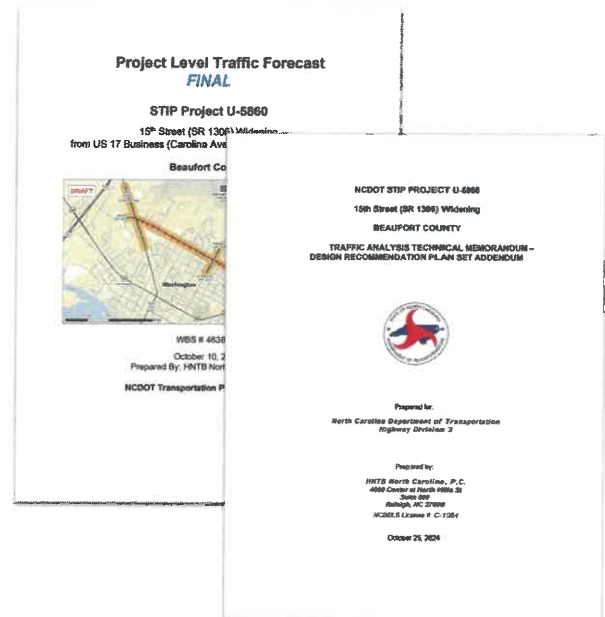
Brian Alligood (Beaufort County Manager) stated NCDOT is looking to the RPO to move forward. Mayor Sadler thanked NCDOT for coming and again by consensus, City Council agreed to continue moving forward with this project.

ncdot.gov

15<sup>th</sup> Street Project

### Base Year and Future Year Traffic

- **Base Year (2023)**
  - Average AADT = 21,100 vpd
- **Future Year (2050)**
  - Average AADT = 23,700 vpd
- 12% growth over 27 years
  - Steady, gradual, regional growth
  - No new major generators
- Highest traffic occurs between Washington Plaza Driveway and Midtown Crossing Driveway
  - 22,100 vpd in Base Year (2023)



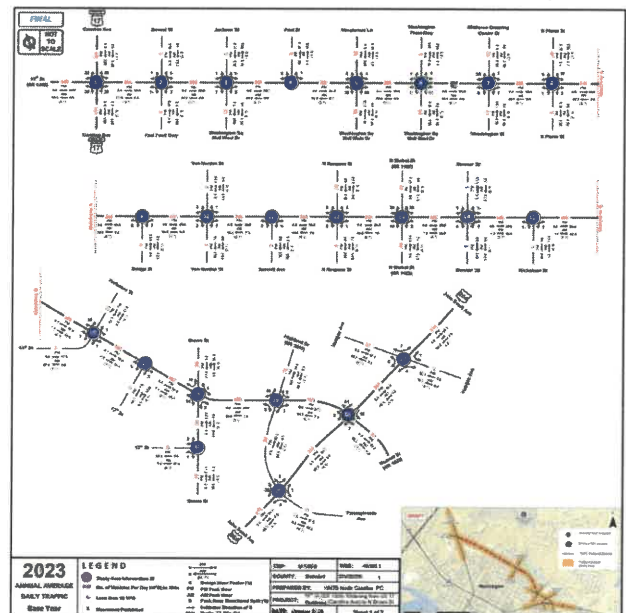
ncdot.gov

15<sup>th</sup> Street Project

### Traffic Forecast Methodology

- Base Year (2023) Traffic Foundation
  - On-site Traffic Counts
  - Historical AADT trends
  - Field review
- Future Year (2050) Growth Inputs
  - Travel Demand Models
    - Washington TDM
    - Statewide TDM
  - Historic AADT Trends
  - Engineering Judgement

**U-5860 is not expected to induce additional traffic. Future volumes reflect background regional growth, not project-induced demand.**



**Crash Data – NCDOT Study**

Crash Type	5 Year Total Crashes (#)	Average Yearly Crashes (#)	15 <sup>th</sup> St Crash Rates	2020-2024 Statewide Crash Rates for Urban Secondary Routes, 4 Lanes Undivided	
				Crash Rate	Critical Rate
Total	417	83.4	814.76	511.69	564.68
Fatal	3	0.6	5.86	1.43	5.16
Non-Fatal Injury	122	24.4	238.37	140.64	168.89
Night	51	10.2	99.65	107.34	132.14
Wet	58	11.6	113.32	71.91	92.39

Rates Shown Per 100 Million Vehicle-Miles Traveled (MVMT) RED Values – Exceeds Statewide and Critical Rates for Crash Type

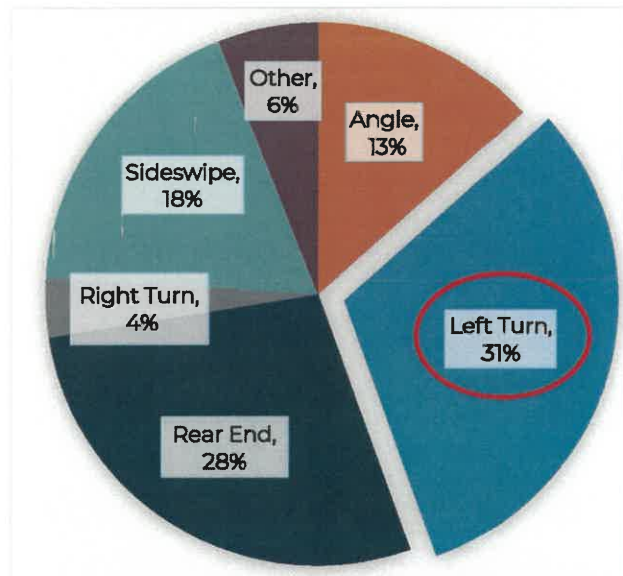
Crash Type	15 <sup>th</sup> Street Existing Crash Rates	2020-2024 Statewide Crash Rates for Urban Secondary Routes - 4 Lanes Divided with No Control of Access	Potential Crash Reduction
Fatal	5.86	1.40	76.1%
Non-Fatal Injury	238.37	94.85	60.2%
Prop. Damage Only	570.53	253.26	55.6%
Total	814.76	349.51	57.1%

Rates Shown Per 100 Million Vehicle-Miles Traveled (MVMT)

**Crash Data – NCDOT Study**

- 30% of all crashes result in injuries
  - 70% of crashes are property-damage only
    - congestion, sudden braking, turning movement conflicts
- 14% of crashes occur in wet conditions, and 12% occur at night
- visibility issues, hydroplaning risks, or driver expectancy problems.

Crash Type	Total Crashes (#)	Total Crashes (%)
Total Crashes	417	100.00%
Fatal Crashes	3	0.72%
Non-Fatal Injury Crashes	122	29.26%
Total Injury Crashes	125	29.98%
Property Damage Only Crashes	292	70.02%
Night Crashes	51	12.23%
Wet Crashes	58	13.91%



ncdot.gov

15<sup>th</sup> Street Project

### Crash Data – Regional Safety

- 7 of the top 15 crash intersections in Beaufort County are on 15th Street
- 7 of the top 15 highest-severity intersections in Beaufort County are on 15th Street
- **Washington ranks 3<sup>rd</sup> most concerning** out of 438 small NC municipalities for total crash numbers
- **Beaufort County ranks 37<sup>th</sup> worst** out of 100 counties for overall crash performance
- 25% of countywide crashes result in injury
- Multiple 15th Street intersections are identified on the regional High Injury Network



ncdot.gov

15<sup>th</sup> Street Project

### Project Description

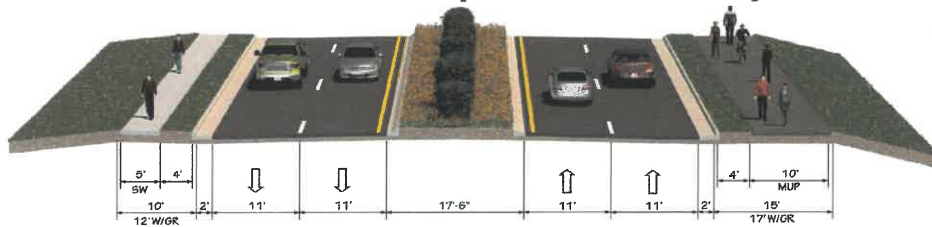
- 15<sup>th</sup> Street from US 17 Business (Carolina Ave) to US 264 (Pactolus Highway)
- Proposed 4-lane median divided section with pedestrian accommodations
- Identified in 2014 Beaufort County CTP
- Maintaining 35 mph speed limit
- Project goals:
  - **Improve safety** for vehicles and pedestrians
  - **Reduce congestion** and accommodate future traffic



ncdot.gov

15<sup>th</sup> Street Project

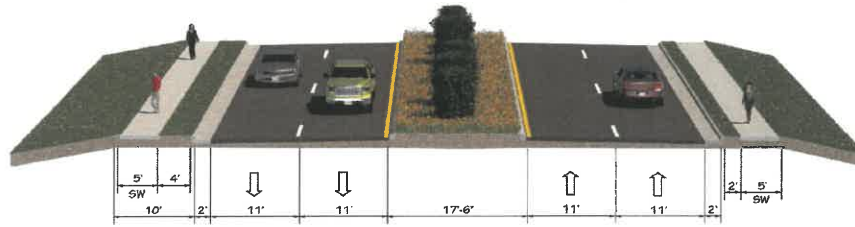
### 15<sup>th</sup> Street from U.S. 17 Business (Carolina Avenue) to Brown Street



TYPICAL SECTION NO.1  
-L- 15TH STREET

\*Median landscaping shown does not reflect final landscaping decision.

### 15<sup>th</sup> Street from Brown Street to U.S. 264 (John Small Avenue)



TYPICAL SECTION NO.2  
12TH STREET

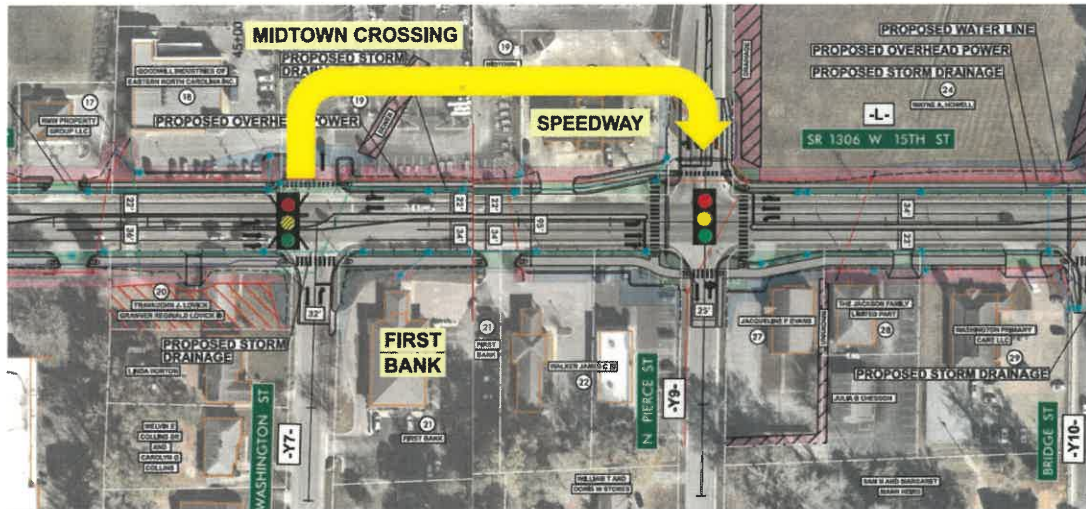
\*Median landscaping shown does not reflect final landscaping deci

10

ncdot.gov

15<sup>th</sup> Street Project

### Signal Locations



11

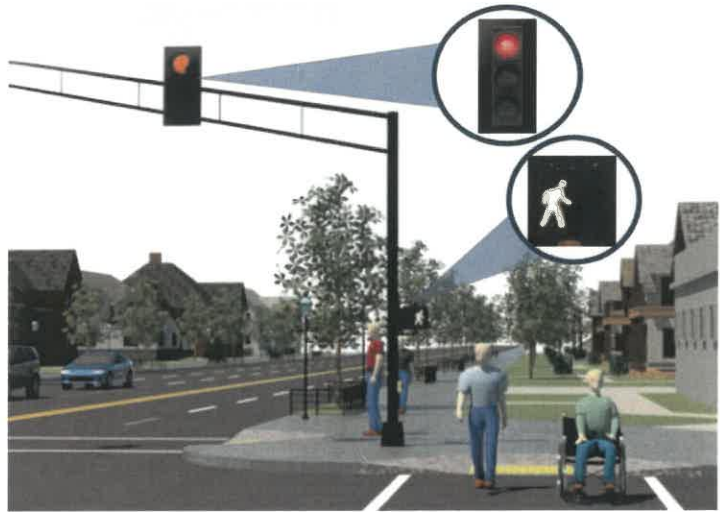
ncdot.gov

15<sup>th</sup> Street Project

### Signal Type and Crosswalks

- Upgrades to metal poles and mast arms will be provided at NCDOT expense for each signalized intersection
  - At US 17 Business NCDOT will provide standard metal strain signal poles
- Pedestrian beacons and marked crosswalks will be provided at each signal

**Existing signals have been reviewed by NCDOT for timing optimization. No further changes can be made with the existing corridor layout.**



ncdot.gov

15<sup>th</sup> Street Project

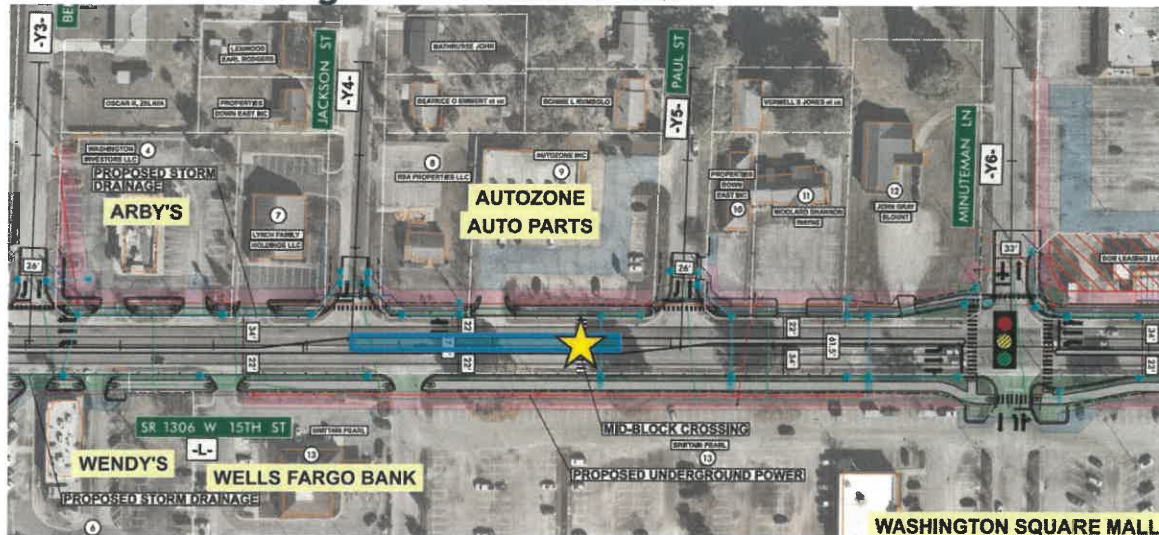
### Mid-Block Crossings

- Pedestrian actuated RRFBs will be provided at mid-block crossing locations with:
  - Marked crosswalks
  - ADA-compliant curb ramps
  - Median refuge area
- Adequate flashing/don't walk clearance times will be provided based on crosswalk length



*The RRFB depiction above may not reflect final mid-block designs.*

### Mid-Block Crossing Location Identified



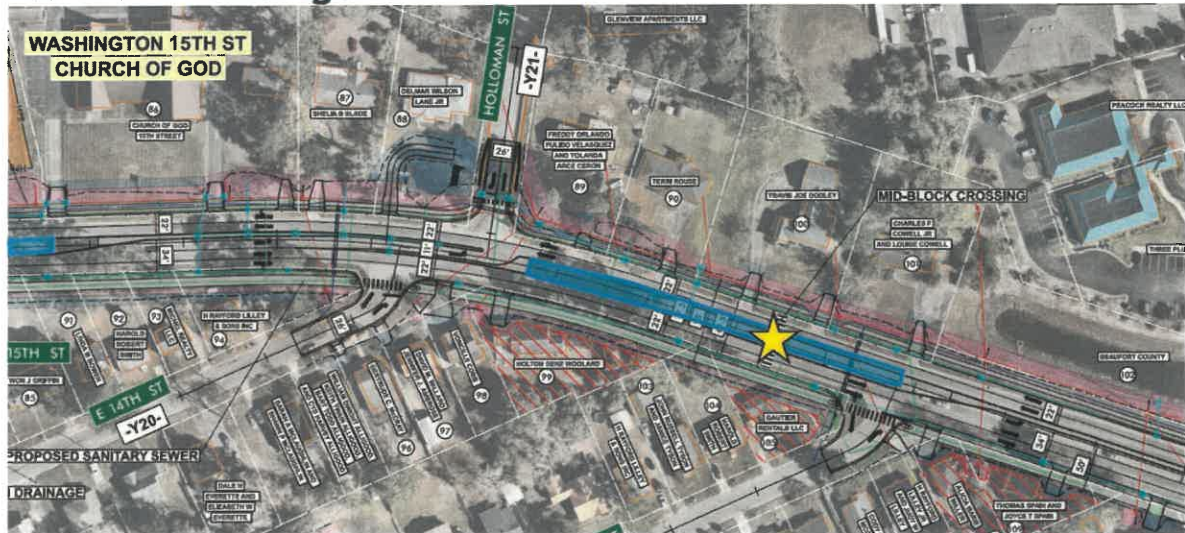
14

### Mid-Block Crossing Location Identified

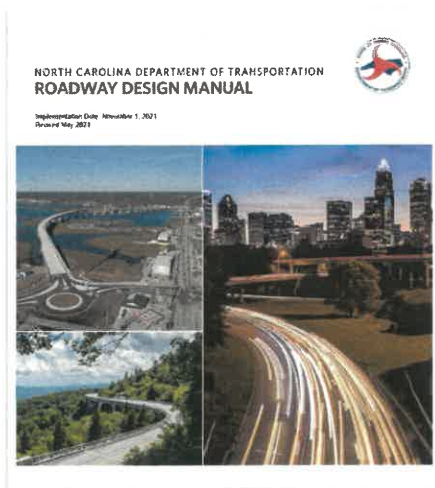


15

### Mid-Block Crossing Location Identified



### NCDOT's Roadway Design Manual



#### Roadway Design Manual

#### Cross Section Elements

drainage treatment from the Pavement Management Unit. This treatment must be a median underdrain or a minimum roadway grade of 1 percent in satisfactory drainage soils, or 1.5 percent in soils, which do not have satisfactory drainage properties. If marginal situations occur, place appropriate median drainage structures to provide adequate ditch drainage.

Refer the RDM Part I Chapter 7 Section 7.6 for additional information on median drainage.

Design special grading for medians in superelevation in accordance with [NCDOT Roadway Standard Drawings](#) Std. Nos. 560.01 and 560.02.

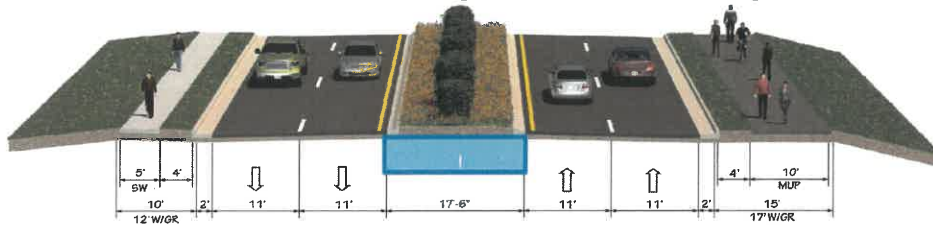
For arterial or collectors with curb and gutter with raised medians, consider a 23-foot or 17.5-foot median.

Use a 23-foot raised median where practical. This width accommodates median left turn lanes with a 4-foot offset for increased visibility and sight distance. A 17.5-foot minimum can be considered but does not provide adequate room for the 4-foot offset.

ncdot.gov

15<sup>th</sup> Street Project

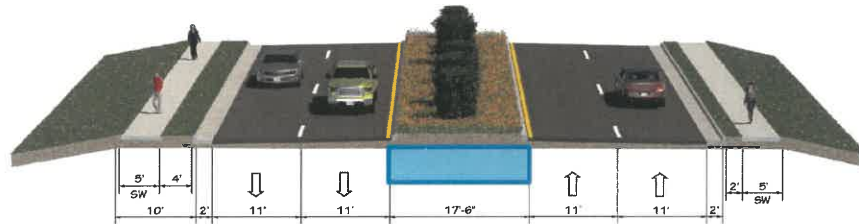
**15<sup>th</sup> Street from U.S. 17 Business (Carolina Avenue) to Brown Street**



TYPICAL SECTION NO.1  
-L- 15TH STREET

\*Median landscaping shown does not reflect final landscaping decision.

**15<sup>th</sup> Street from Brown Street to U.S. 264 (John Small Avenue)**



TYPICAL SECTION NO.2  
12TH STREET

\*Median landscaping shown does not reflect final landscaping decision.

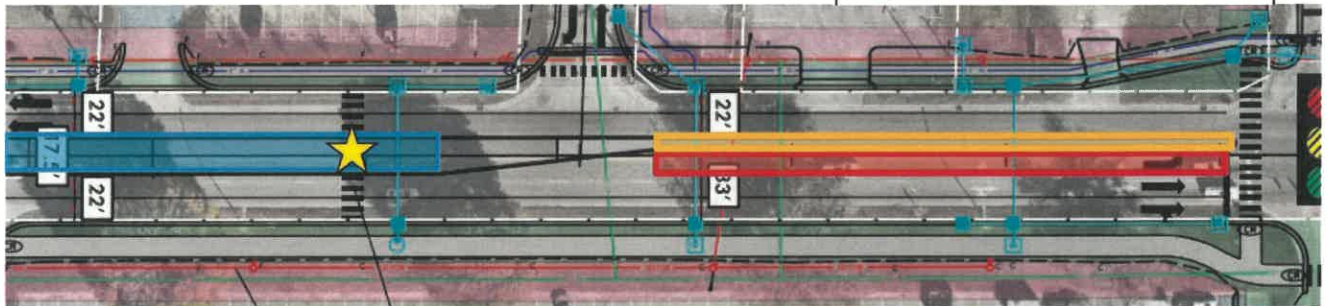
ncdot.gov

15<sup>th</sup> Street Project

**Median**

- 17.5-foot median accommodates:
  - 12-foot left turn lane, 4-foot island, turning sight
  - Mid-block crossing pedestrian refuge area
  - Landscaping
  - Additional stormwater drainage structures

LEGEND	
	PROPOSED RIGHT-OF-WAY
	PROPOSED PERMANENT DRAINAGE-UTILITY EASEMENTS
	PROPOSED TEMPORARY EASEMENTS
	EXISTING PERMANENT EASEMENTS
	PROPERTY WITH STRUCTURE IMPACTS
	PROPOSED STORM DRAINAGE
	PROPOSED UNDERGROUND POWER
	PROPOSED OVERHEAD POWER
	PROPOSED WATER LINE
	PROPOSED SANITARY SEWER

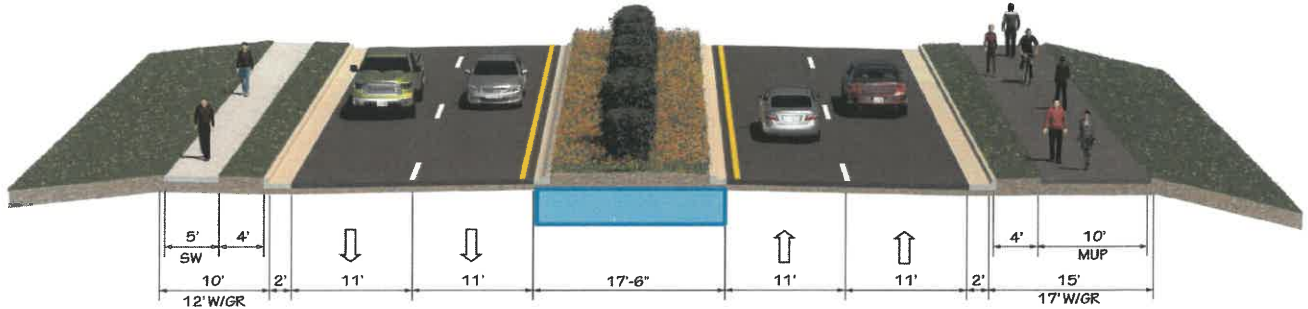




ncdot.gov

15th Street Project

Median



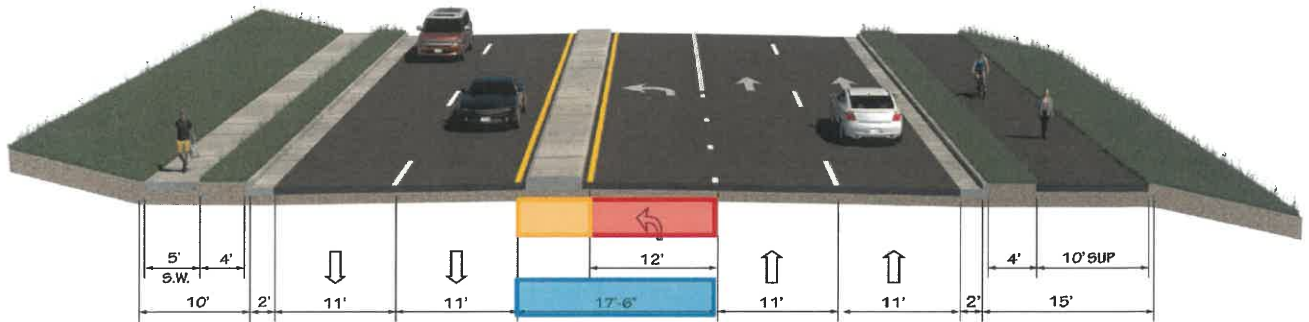
TYPICAL SECTION NO.1  
-L- 15TH STREET

\*Median landscaping shown does not reflect final landscaping decision.

ncdot.gov

15th Street Project

Median



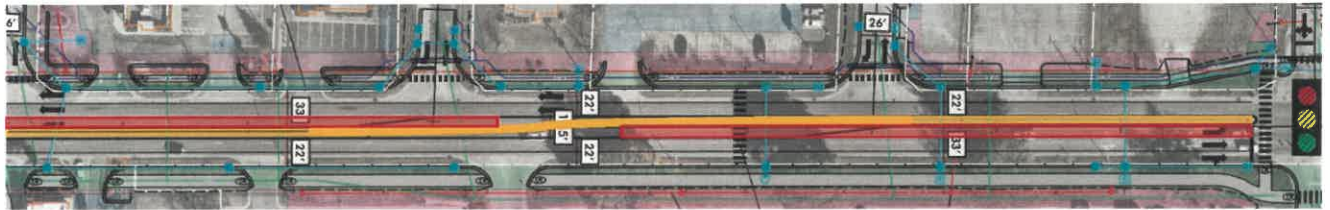
TYPICAL SECTION  
-15TH STREET-

ncdot.gov

15th Street Project

### Median

- If the **17.5-foot median** was narrowed to **4-foot islands** in select locations:
  - No landscaping
  - **No mid-block crossing**
  - No ROW savings
  - **Additional left turn lane asphalt**
- Flaring the corridor width in / out to accommodate turn lanes is not feasible due to:
  - Close intersection proximity
  - **Utility layout needs**



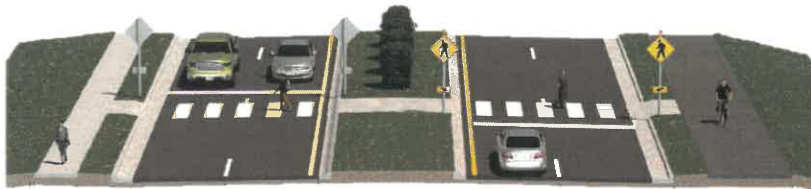
24

ncdot.gov

15th Street Project

### Median Pedestrian Refuge Areas – FHWA

- Medians and refuge islands increase pedestrian and vehicle safety.
- Refuge islands are highly desirable for midblock pedestrian crossings on:
  - Roads with four or more travel lanes
  - Where speed limits are 35 mph or greater
  - Where AADT is 9,000 or higher.
- Islands should be at least 8-feet wide to accommodate queuing
- Proven to have up to 56% reduction in pedestrian crashes



**Safety Benefits:**

Median with Marked Crosswalk  
**46%**  
 reduction in pedestrian crashes.<sup>2</sup>

Pedestrian Refuge Island  
**56%**  
 reduction in pedestrian crashes.<sup>2</sup>

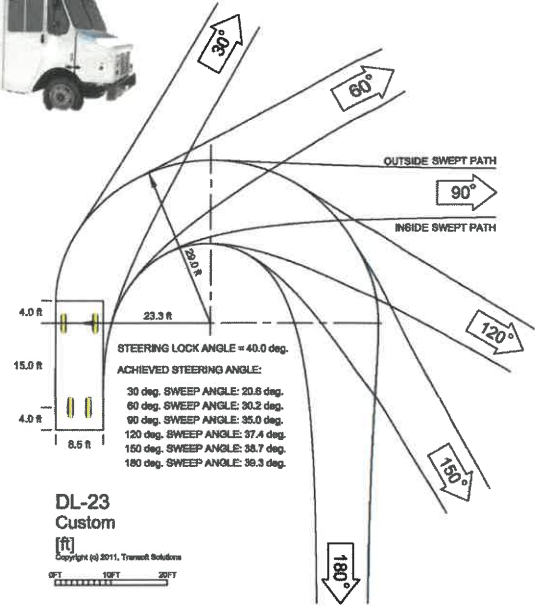
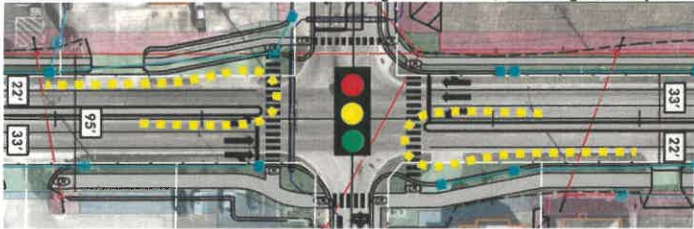
25

[ncdot.gov](http://ncdot.gov)

15<sup>th</sup> Street Project

### U-Turn Bulb Locations

- U-turn bulbs are included at Minuteman Lane, Pierce Street, and Market Street\*
  - \*no SE bulb due to historic district requirements
- Locations based on traffic movement counts and State Historic Preservation Office coordination
- Design specifications
  - DL-23 Standard Delivery Vehicle, at City's request



[ncdot.gov](http://ncdot.gov)

15<sup>th</sup> Street Project

### Utility Upgrades

- Project will upgrade:
  - Storm drainage
  - Underground and overhead power
  - Water lines
  - Sanitary sewer system
- Camera inspections are in progress existing storm drainage to confirm condition
- Project is in close coordination with Brown Street Stormwater Project

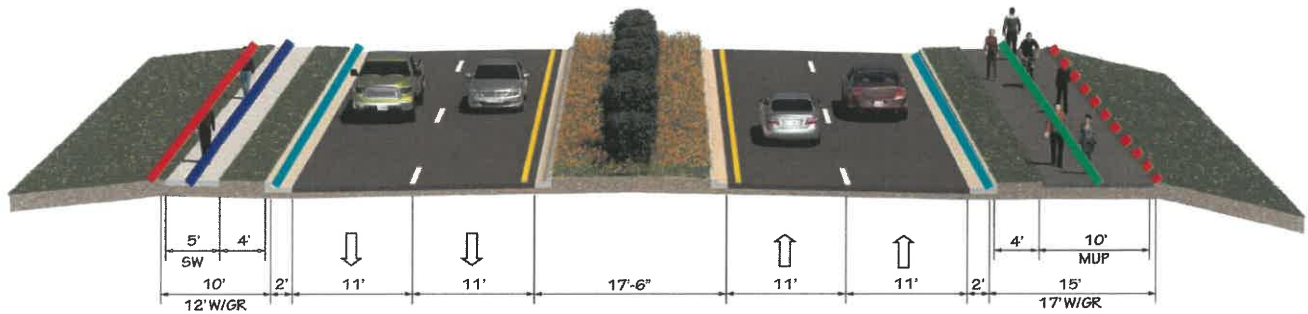
LEGEND	
	PROPOSED STORM DRAINAGE
	PROPOSED UNDERGROUND POWER
	PROPOSED OVERHEAD POWER
	PROPOSED WATER LINE
	PROPOSED SANITARY SEWER

Utility Type	Map Line Color	General Location
Storm Drainage		Both sides of 15th Street
Underground Power		Primarily south side
Overhead Power		Primarily north side
Water Line		North side under sidewalk
Sanitary Sewer		South side under MUP

ncdot.gov

15th Street Project

Utility Layout



TYPICAL SECTION NO.1  
-L- 15TH STREET

\*Median landscaping shown does not reflect final landscaping decision.

ncdot.gov

15th Street Project

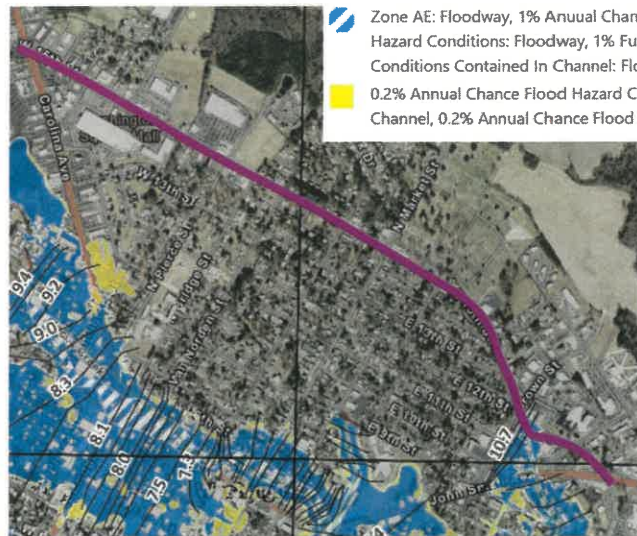
Utilities - Stormwater

- ✓ Reduces pavement spread
- ✓ Mitigates localized flooding
- ✓ Replaces aging infrastructure
- ✓ Conveys runoff away from travel lanes
- ✓ Adds new drainage structures along shoulders and medians
- ✓ Upgrades cross lines and pipes

**U-5860 will greatly improve drainage conditions along 15th Street.**

**The project alone cannot resolve all flooding challenges within the City of Washington**

- Zones AE, AE: 1% Annual Chance Flood Hazard Contained In Structure, 1% Annual Chance Flood Hazard Conditions
- ▨ Zone AE: Floodway, 1% Annual Chance Flood Hazard Conditions: Floodway, 1% Future Conditions Contained In Channel: Floodway
- 0.2% Annual Chance Flood Hazard Contained In Channel, 0.2% Annual Chance Flood Hazard



ncdot.gov

15<sup>th</sup> Street Project

### Relocations

- **17 anticipated relocations**
  - 5 business-owned parcels
  - 12 residential-owned parcels
- Primary Drivers for Structure Impacts:
  - Proposed Right of Way and Proposed Permanent Drainage-Utility Easements

Parcel #	Listed Owner
14	DGM LEASING LLC
20	TRAVAGHN J LOVICK / GRANVER REGINALD LOVICK III
53	ROBERSON'S HEATING AND AIR CONDITIONING, INC
54	JAMES BROOKS / JANE BROOKS
57	JOSHUA FISHER / ERIN FISHER (PRIDEMORE)
58	E-CITY PLAZE LLC
59	WILLIAM MICHAEL SALEEBY
66	WILLIAM MICHAEL SALEEBY
68	GERARDO OLIVARES / MARIA GUADALOPE OLIVARES
73	EVELYN DICKERSON
78	THE DEBRA A LEEDS LIVING TRUST
84	CHERYL D. MARQUEZ
99	HOLTON GENE WOOLARD
105	GAUTIER RENTALS LLC
108	ALICIA MARIE MILLER
109	THOMAS SPAIN / JOYCE T SPAIN
117	822 LLC

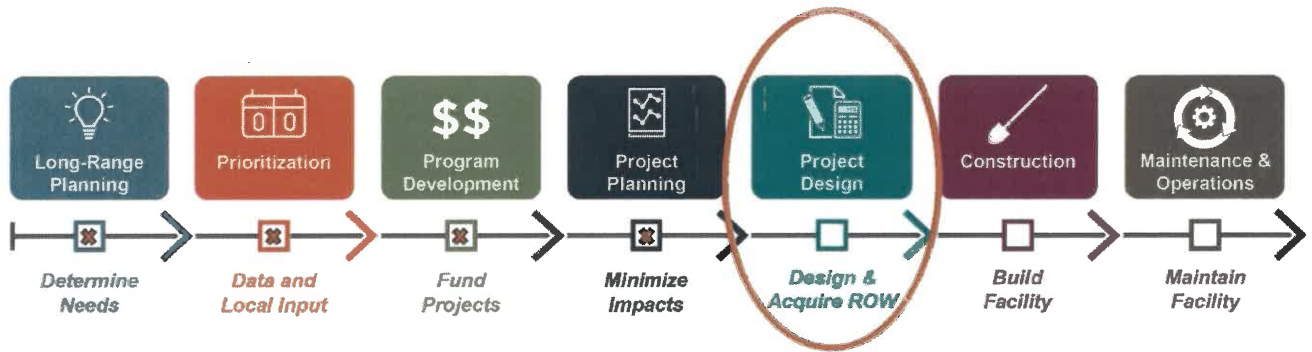
**LEGEND**

	PROPOSED RIGHT-OF-WAY
	PROPOSED PERMANENT DRAINAGE-UTILITY EASEMENTS
	PROPOSED TEMPORARY EASEMENTS
	EXISTING PERMANENT EASEMENTS
	PROPERTY WITH STRUCTURE IMPACTS

ncdot.gov

15<sup>th</sup> Street Project

### STIP Project U-5860 is in Project Design



ncdot.gov

15<sup>th</sup> Street Project

### Project Schedule and Cost

Right-Of-Way Start: June 2026  
 Right-Of-Way Estimate: \$8,900,000

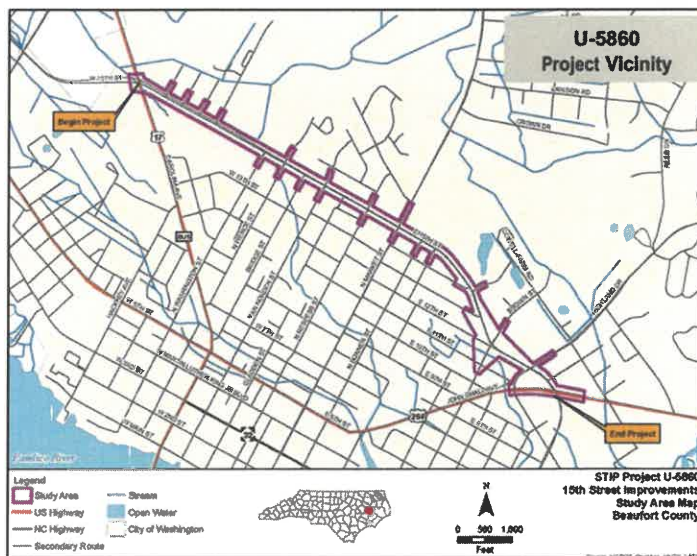
Utilities Start: Fall 2026  
 Utilities Estimate: \$7,500,000

Construction Start: June 2028  
 Construction Estimate: \$22,200,000

**Total Cost Estimate: \$38,600,000\***

*project is fully committed and state-funded*

*\*project costs are subject to change*



ncdot.gov

15<sup>th</sup> Street Project

### Project Costs and Benefits to the City of Washington

#### City of Washington Costs – currently, \$0

*Things that would cost the City directly:*

- Aesthetic betterment examples:
  - Powder coating on mast arms
  - Special walkway treatments
- For example: If City requests upgrade to combination transmission / distribution poles:
  - 52 @ \$175,000 each - \$9.1 million
  - NCDOT contributes \$1.4 million
    - 52 @ \$27,500 each - \$1.4 million
  - City pays for \$7.7 million upgrade

**To date, there have been no official betterment requests made by the City**

#### City of Washington Benefits

*Things that benefit the City under U-5860:*

- Sidewalk and MUP - \$1.53 million
- RRFB w/ Median Pedestrian Island - \$110k
- Water / Sewer Upgrades - \$7.4 million

#### Secondary Project Benefits

- Erosion Control Measures - \$2.88 million
- Drainage Structures - \$5.84 million
- Signals (Mast Arm) - \$2.75 million
- Distribution Poles
  - 95 @ \$27,500 each - \$2.6 million

# Contact Us

Allison Thorburn, PE  
NCDOT Project Manager  
ext-aethorburn@ncdot.gov  
(984) 302-3434

Cathy Hossack, PE  
NCDOT Project Manager  
cahossackmeyer@ncdot.gov  
(252) 439-2806

 [ncdot.gov](http://ncdot.gov)

 @NCDOT     [ncdotcom](https://www.instagram.com/ncdotcom)     [NCDOTcommunications](https://www.youtube.com/NCDOTcommunications)     [ncdotcom](https://www.soundcloud.com/ncdotcom)

 @NCDOT     [NCDOT](https://www.linkedin.com/company/ncdot)     [NCDOTcommunications](https://discord.com/channels/742842112222222222/742842112222222222)     [View All Channels](#)

By motion of Councilmember Perreault, seconded by Councilmember Tyre, the meeting was adjourned.

(Subject to approval of City Council)

s/Cynthia S. Bennett, MMC  
City Clerk

**CITY COUNCIL MINUTES  
WASHINGTON, NORTH CAROLINA**

**April 1, 2026**

The Washington City Council met in a special meeting on Wednesday, April 1, 2026 at 8:00am in the Council Chambers at the Municipal Building. Present: Ellen Brabo, Mayor; Nick Fritz, Mayor Pro tem; Max Perreault, Councilmember; Joe Davis, Councilmember; Antwan Horton, Councilmember and Anthony Tyre, Councilmember. Also present, Cynthia Sullivan Bennett, City Clerk and Franz Holscher, City Attorney.

Mayor Brabo called the meeting to order.

**CLOSED SESSION UNDER NCGS 143-318.11 (A)(6) PERSONNEL**

By motion of Mayor Pro tem Fritz, seconded by Councilmember Perreault, Council agreed to enter into closed session under NCGS 143-318.11 (A)(6) Personnel.

By motion of Councilmember Perreault, seconded by Councilmember Horton, Council returned to open session.

By motion of Councilmember Perreault, seconded by Councilmember Tyre, Council adjourned the meeting until April 13, 2026 at 5:30pm in the City Council Chambers.

(Subject to approval of City Council)

s/Cynthia S. Bennett, MMC  
City Clerk



# REQUEST FOR CITY COUNCIL ACTION

---

**To:** Mayor Brabo & Members of the City Council  
**From:** Rachel H. Smith, Electric Administrative Support Specialist  
**Date:** April 13, 2026  
**Subject:** Request for Adoption of Resolution Honoring Public Power Lineworkers  
**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

**RECOMMENDATION:**

I move that City Council adopt the resolution to honor our Public Power Lineworkers during Lineworker Appreciation Days: April 13 and April 18, 2026, joining other North Carolina communities and public power systems across the United States in honoring these professionals.

**BACKGROUND AND FINDINGS:**

This resolution aligns with both state and national recognitions:

- **National Level:** House Resolution 10 (115<sup>th</sup> Congress) supports designating April 18 as National Lineman Appreciation Day
- **State Level:** North Carolina House Bill 140 designates the second Monday in April (April 13, 2026) as Lineworker Appreciation Day

The City of Washington’s electric utility personnel provide an essential service to the community. This resolution honors their dedication to public safety, commitment to infrastructure and exemplary service.

**PREVIOUS LEGISLATIVE ACTION**

**FISCAL IMPACT**

Currently Budgeted (Account \_\_\_\_\_)  Requires additional appropriation  No Fiscal Impact

**SUPPORTING DOCUMENTS**

Attached

**Resolution Honoring Public Power Lineworkers During  
Lineworker Appreciation Days: April 13 and April 18, 2026**

**WHEREAS**, on Jan. 3, 2017, the 115<sup>th</sup> Congress of the United States adopted House Resolution 10, recognizing lineworkers, the profession of lineworkers, the contributions these brave people make to protect public safety, and expressing support for designating April 18 as National Lineman Appreciation Day; and

**WHEREAS**, on April 15, 2015, the North Carolina General Assembly ratified House Bill 140, which designates the second Monday in April of each year as Lineworker Appreciation Day in North Carolina; and

**WHEREAS**, the Washington Council of the City of Washington celebrates the profession of electric lineworkers and wishes to honor its electric department personnel for their exemplary service to the Washington and its citizens; and

**WHEREAS**, public power utilities employ electric lineworkers, the men and women responsible for building and maintaining the distribution lines that bring electricity to homes and businesses; and

**WHEREAS**, this profession demands passion, dedication, and ongoing training, requiring lineworkers to maintain power lines around the clock to ensure they provide safe, reliable energy to the community; and

**WHEREAS**, lineworkers are often first responders during storms, working to repair any broken or damaged electric lines, often under hazardous conditions, to make the area safe for other public safety heroes; and

**WHEREAS**, lineworkers play a vital role in the lives of our citizens by maintaining and growing our electrical infrastructure, risking their lives by working with the many dangers of high-voltage electricity; and

**WHEREAS**, the lineworkers of Washington's electric utility, their devotion to safety, and their example of service above self are deserving of the respect, admiration, and appreciation of all the citizens of Washington; now, therefore

**BE IT RESOLVED**, that Washington, North Carolina, joins with all North Carolina public power communities and all public power systems in the United States in these celebrations of Lineworker Appreciation Days.

Adopted this 13th day of April, 2026.

ATTEST:

---

Cynthia S. Bennett  
City Clerk

---

Ellen C. Brabo  
Mayor



## REQUEST FOR CITY COUNCIL ACTION

---

**To:** Mayor Brabo & Members of the City Council  
**From:** Nicole Williams, Human Resources Director  
**Date:** April 6, 2026  
**Subject:** Request to ratify Abilene Christian University Memorandum of Understanding  
**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

**RECOMMENDATION:**

I move that the City Council ratify the memorandum of understanding with Abilene Christian University signed by the City Manager.

**BACKGROUND AND FINDINGS:**

Abilene Christian University reached out to the City of Washington with the attached memorandum of understanding, to offer employees a discounted amount for classes and a waived application fee. There is no cost to the City of Washington.

**PREVIOUS LEGISLATIVE ACTION**

N/A

**FISCAL IMPACT**

Currently Budgeted (Account \_\_\_\_\_)  Requires additional appropriation  No Fiscal Impact

**SUPPORTING DOCUMENTS**

**Abilene Christian University Memorandum of Understanding**

## **Memorandum of Understanding**

This Memorandum of Understanding ("MOU") is between Abilene Christian University ("ACU") located at 16633 Dallas Parkway, Suite 800, Addison, TX 75001 and City of Washington, North Carolina and its affiliates, ("Client") with its principal place of business located at 102 E. Second Street Washington, NC 27889.

### **Benefits Offered by ACU:**

1. ACU Online will provide a ten percent (10%) tuition reduction to the Client's employees who meet ACU's admission standards. This applies to all ACU online degrees and certificates offered in the online modality. After the effective date of this MOU and after the date the student subsequently identifies as an employee of Client, reduced tuition will apply to the then current rates at the time the student enrolls in a course. All students are subject to ACU's student and enrollment policies.
2. ACU will provide a \$50 application fee waiver to Client's employees, applicable to ACU bachelors, masters, and doctoral programs offered in the online modality.
3. ACU will provide a link to a landing page website to provide information on eligible programs and connect employees with University Advisors.
4. ACU will provide information to be used, subject to Client's policies and discretion, to support the Client's internal promotion of continuing education.

### **Client Contributions:**

1. Subject to the Client's policies and discretion, the Client will work with ACU to communicate the benefits of this MOU and the many educational opportunities available at ACU.
2. A designated Client representative will meet quarterly with an ACU representative to discuss the state of the partnership and relevant updates.

### **General Terms and Conditions:**

1. This MOU becomes effective on the date both parties have signed the MOU. Either party may terminate this MOU upon thirty (30) days prior written notice. If ACU believes that the MOU might violate any law or regulation, adversely affect its accreditation, or any license or exemption issued by a Federal or State educational board or commission, ACU may terminate the MOU immediately upon written notice to the Client.
2. Students who are enrolled prior to the date of termination will continue to receive the tuition reduction as more fully described herein under the terms of this Agreement for the program or course of study that the student is currently enrolled in, provided the student does not take a break in attendance for more than 90 days. If an employee is out of attendance for more than one year, the employee will no longer be eligible for the reductions provided for herein.
3. ACU may use Client's name verbally for reference purposes only. Subject to prior written approval, the Client grants ACU a limited, non-exclusive right to use Client's name and logo in writing solely for purposes of fulfilling ACU's obligation pursuant to this MOU and making the courses and course materials available to Client's employees.

4. Each party acknowledges that the relationship with the other is that of an independent contractor.
5. Each party agrees to abide by all applicable Federal and State Laws. This MOU shall be governed by and construed in accordance with the Laws of the State of Texas. Jurisdiction for any claim, dispute, or lawsuit shall be Taylor County, Texas.
6. This MOU does not create any rights, title, or interest for any entity other than ACU and the Client.
7. With the exception of either party's compliance with a request pursuant to public records laws and facilitation of receipt or provision of the services herein, both parties agree that they will not disclose the terms of this MOU to any unrelated third parties without the other party's prior written consent.

**City of Washington, NC**

Bobby E. Roberson  
Signature

Bobby E. Roberson  
Printed Name

City Manager, Interim  
Title

1/30/2026  
Date

**Abilene Christian University**

Jessica Manning  
Signature

Jessica Manning  
Printed Name

Chief Enrollment and Partnerships  
Officer ACU Dallas  
Title

01/30/2026  
Date



## REQUEST FOR CITY COUNCIL ACTION

---

To: Mayor Brabo and Members of City Council  
From: Tammy Swindell, Administrative Services Director  
Date: April 13, 2026  
Subject: Approve updated fixed asset capitalization threshold

### RECOMMENDATION:

I move that City Council adopt a fixed asset capitalization threshold of \$10,000 for purchases made after July 1, 2025.

### BACKGROUND AND FINDINGS:

Capitalization threshold determines when a purchase is recorded as a fixed asset rather than an operating expenditure.

The City's current capitalization threshold of **\$5,000** was established more than a decade ago and no longer reflects the current cost of equipment and assets. This creates unnecessary administrative burden and needs to be updated to reflect the recommended threshold. Recently in the UNC School of Government courses, it was recommended and advised to use a capitalization threshold of \$10,000.

Raising the capitalization threshold to **\$10,000** aligns with common practice among peer municipalities and is consistent with guidance from the Government Finance Officers Association (GFOA), which recommends setting thresholds at a level that balances materiality with administrative efficiency.

### FISCAL IMPACT

Currently Budgeted (Account \_\_\_\_\_)  Requires additional appropriation  
 No Fiscal Impact

### SUPPORTING DOCUMENTS



**REQUEST FOR CITY COUNCIL ACTION**

---

**To:** Mayor Brabo & Members of City Council  
**From:** R.M. Flowers, Fire Chief  
**Date:** April 13, 2026  
**Subject:** Congressionally Directed Spending Request  
**Staff Presentation:** N/A

**RECOMMENDATION:**

I move that the City Council approve an application for Congressionally Directed Spending through Senator Thom Tillis’s office.

**BACKGROUND AND FINDINGS:**

We are requesting \$13,650,000 to replace our Headquarters Fire Station.

**PREVIOUS LEGISLATIVE ACTION**

**FISCAL IMPACT**

(X) None. If this is funded in full there will not be any additional funds needed.

\_\_\_ Currently Budgeted (Account \_\_\_) \_\_\_ Requires additional appropriation X No Fiscal Impact

**SUPPORTING DOCUMENTS**



# REQUEST FOR CITY COUNCIL ACTION

---

**To:** Mayor Brabo & Members of City Council  
**From:** R.M. Flowers, Fire Chief  
**Date:** April 13, 2026  
**Subject:** Congressionally Directed Spending Request  
**Staff Presentation:** N/A

**RECOMMENDATION:**

I move that the City Council approve an application for Congressionally Directed Spending through Senator Thom Tillis’s office.

**BACKGROUND AND FINDINGS:**

We are requesting \$2,200,000 to replace our 2006 Pierce Aerial Platform truck and associated equipment.

**PREVIOUS LEGISLATIVE ACTION**

**FISCAL IMPACT**

(X) None. If this is funded in full there will not be any additional funds needed.

\_\_\_ Currently Budgeted (Account \_\_\_) \_\_\_ Requires additional appropriation X No Fiscal Impact

**SUPPORTING DOCUMENTS**



## REQUEST FOR CITY COUNCIL ACTION

---

**To:** Mayor Brabo & Members of the City Council  
**From:** Angela Flowers, Purchasing Agent  
**Date:** April 13, 2026  
**Subject:** Surplus Property  
**Applicant Presentation:**  
**Staff Presentation:**

**RECOMMENDATION:**

I move that City Council declare surplus and authorize the sale of the following vehicle through electronic auction using Auctions International.

**BACKGROUND AND FINDINGS:**

The purpose of the Council Action is to declare surplus the following vehicle and authorize the sale of the vehicle listed through electronic auction using Auctions International.

<u>Vehicle #</u>	<u>Make/Model</u>	<u>Department</u>	<u>VIN #</u>	<u>Odometer Reading</u>
604	International 7300SBA Bucket Truck	Electric	1HTZZAAR7DH177235	42, 422

**PREVIOUS LEGISLATIVE ACTION**

**FISCAL IMPACT**

Currently Budgeted (Account \_\_\_\_\_)  Requires additional appropriation  No Fiscal Impact

**SUPPORTING DOCUMENTS**



## REQUEST FOR CITY COUNCIL ACTION

---

To: Mayor Brabo and Members of City Council  
From: Josh Waters, Airport Manager  
Date: April 13, 2026  
Subject: Increase Airport Budget - Revenues/Expenses for Aviation Fuel Sales/Purchases  
Staff Presentation:

### **RECOMMENDATION:**

I move that City Council adopt a Budget Ordinance Amendment for increasing the revenues and expenditures for aviation fuel sales/purchases for the airport budget.

### **BACKGROUND AND FINDINGS:**

With an increase in fuel sales, up \$164,000 from this time last year, and the surge in fuel prices, the current budget will not support the amount of jet fuel sales at the airport through the fiscal year end. Therefore, requiring an additional appropriation.

### **PREVIOUS LEGISLATIVE ACTION**

### **FISCAL IMPACT**

Currently Budgeted (Account \_\_\_\_\_)  Requires additional appropriation  
 No Fiscal Impact

### **SUPPORTING DOCUMENTS**

Budget Ordinance Amendment

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2025-2026**

**BE IT ORDAINED** by the City Council of the City of Washington, North Carolina:

Section 1. That the following accounts of the Airport Fund revenue budget be increased or decreased by the respective amounts indicated to reflect increased fuel sales:

037-3453-0003	Fuel Sales	\$ 205,000
---------------	------------	------------

Section 2. That the following accounts of the Airport Fund appropriations budget be increased or decreased by the respective amounts:

037-4530-3101	Fuel Purchases	\$ 205,000
---------------	----------------	------------

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall become effective upon its adoption.

Adopted this the 13th day of April, 2026.

\_\_\_\_\_  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**



## REQUEST FOR CITY COUNCIL ACTION

---

**To:** Mayor Brabo & Members of the City Council  
**From:** Hope Woolard, Public Works Director  
**Date:** April 13, 2026  
**Subject:** 5<sup>th</sup> & Respass Lift Station Pump  
**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

### RECOMMENDATION:

I move that City Council amend the Sewer Fund budget to transfer \$121,500 from Fund Balance to Sewer Fund Capital Outlay (032-8230-7400) and approve subsequent Purchase Order.

### BACKGROUND AND FINDINGS:

Pump No. 2 at the 5<sup>th</sup> & Respass Pump Station experienced a catastrophic failure in February 2026. After evaluation, the repair cost estimate came back at \$105,672.29 with a 1-year warranty. Replacement cost is \$121,368.74 with a 5-year warranty. Staff recommends replacement.

The failed pump was one of the original pumps purchased in 2002 and was rebuilt in 2020 at the cost of \$43,000. Routine maintenance has been performed at scheduled intervals.

### PREVIOUS LEGISLATIVE ACTION:

### FISCAL IMPACT

Currently Budgeted ( \_\_\_\_\_ )  Requires additional appropriation  No Fiscal Impact

### SUPPORTING DOCUMENTS

- Quotation

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2025-2026**

**BE IT ORDAINED** by the City Council of the City of Washington, North Carolina:

Section 1. That the following accounts of the Sewer Fund revenue budget be increased or decreased by the respective amounts indicated for 5<sup>th</sup> & Respass lift station replacement pump:

032-3991-9910	Fund Balance Appropriated	\$	121,500
---------------	---------------------------	----	---------

Section 2. That the following accounts of the Sewer Fund appropriations budget be increased or decreased by the respective amounts for 5<sup>th</sup> & Respass lift station replacement pump:

032-8230-7400	Capital	\$	121,500
---------------	---------	----	---------

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall become effective upon its adoption.

Adopted this the 13th day of April 2026.

\_\_\_\_\_  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**



**Xylem Water Solutions USA, Inc.  
Flygt Products**

March 18, 2026

635 Gold Hill Road  
Fort Mill, SC 29715  
Tel 803/909-7867  
Fax 803/818-3127

CITY OF WASHINGTON  
PO BOX 1988  
WASHINGTON NC 27889-1988

Quote # 2026-CHA-0353 Alternate 1, Version 3  
Project Name: CITY OF WASHINGTON  
Job Name: WO-00407729 / 5th & Respass

Xylem Water Solutions USA, Inc. is pleased to provide a quote for the following Flygt equipment.

**WO-00407729 / 3231.705-0281039**

Qty	Part Number	Description	Unit Price
1	003231ZZZZ0	Flygt CP 3231, 63-430, 385 mm Intended for semi permanent wet installation, guiding claw included other installation components to be ordered individually Cast iron impeller Drive Unit: 705 4 pole, 185 hp, 460 V, Std motor Cooling jacket for direct media cooling Standard connection housing Insulated support bearing Cables (2-60' ea power/ 1-60' ea pilot) Cable grips Material Shaft: AISI 431 Stainless steel Supervision FLS, leakage detector, in junction box FLS, leakage detector, in stator housing PT-100 in one stator winding PT-100 in lower bearing Pump memory	\$ 115,333.74

\*\*Pricing based on customer using existing MAS711

**WO-00407729 / 3231.705-0281039 Price \$ 115,333.74**

**Total Price \$ 115,333.74**

**Freight Charge \$ 6,035.00**



a xylem brand  
April 13, 2026  
Page 63 of 153

Qty	Part Number	Description	Unit Price
			<b>Total Price \$ 121,368.74</b>

**Terms & Conditions**

This order is subject to the Standard Terms and Conditions of Sale – Xylem Americas effective on the date the order is accepted which terms are available at <http://www.xylem.com/en-us/Pages/terms-conditions-of-sale.aspx> and incorporated herein by reference and made a part of the agreement between the parties.

**As of October 14<sup>th</sup>, 2024, all orders must meet a minimum dollar value of \$1,200. Xylem reserves the right to refuse to process any order that does not meet the minimum order value requirement. Xylem will support order adjustments to meet the minimum order value threshold.**

- Purchase Orders:** Please make purchase orders out to: Xylem Water Solutions USA, Inc.
- Freight Terms:** 3 DAP - Delivered At Place 08 - Jobsite (per IncoTerms 2020)  
See Freight Payment (Delivery Terms) below.
- Taxes:** State, local and other applicable taxes are not included in this quotation.
- Back Charges:** Buyer shall not make purchases nor shall Buyer incur any labor that would result in a back charge to Seller without prior written consent of an authorized employee of Seller.
- Tariff Changes:** The prices quoted herein are based on the current tariff rates, duties, government charges, and trade regulations as of the date of this quote. If any new tariffs, duties, taxes, or similar charges are imposed, or any existing tariffs, duties, or charges are increased or modified by any government or regulatory authority (collectively, "Tariff Changes"), and such Tariff Changes result in an increase in the cost of goods, Xylem reserves the right to adjust the pricing of the affected goods to reflect the increased costs.
- Shortages:** Xylem will not be responsible for apparent shipment shortages or damages incurred in shipment that are not reported within two weeks from delivery to the jobsite. Damages should be noted on the receiving slip and the truck driver advised of the damages. Please contact our office as soon as possible to report damages or shortages so that replacement items can be shipped and the appropriate claims made.
- Validity:** This Quote is valid for thirty (30) days.

**Terms of delivery:** Freight PP/Line Item

**Terms of payment:** 100% N60 after invoice date – upon acceptance of purchase order and credit review

**Please note:** If this is an FM Factory certified product it must be serviced by an EX/FM Flygt manufacture trained technician through an approved Xylem Flygt repair shop to retain qualifying status of product to retain the "EX/FM" designation.



a xylem brand  
April 13, 2026  
Page 64 of 153

Our current delivery lead-times are forecasted estimates only due to the outbreak of the COVID-19 virus pandemic and its global effects on commerce, supply chain, and logistics. Xylem will, however, use all commercially reasonable efforts to minimize any delivery delay impacts.

Thank you for the opportunity to provide this quotation. Please contact us if there are any questions.

Sincerely,



Kirsten Royals  
Senior Customer Support Coordinator

Cell: 404-831-4726  
kirsten.royals@xylem.com  
Fax: 770-932-4321



a xylem brand  
April 13, 2026  
Page 65 of 153



**Customer Acceptance**

This order is subject to the Standard Terms and Conditions of Sale – Xylem Americas effective on the date the order is accepted which terms are available at <http://www.xylem.com/en-us/Pages/terms-conditions-of-sale.aspx> and incorporated herein by reference and made a part of the agreement between the parties.

A signed copy of this Quote is acceptable as a binding contract.

**Purchase Orders:** Please make purchase orders out to: Xylem Water Solutions USA, Inc.

Quote #: 2026-CHA-0353 Alternate 1, Version 3  
Customer Name: CITY OF WASHINGTON  
Job Name: WO-00407729 / 5th & Respass  
Total Amount: \$ 115,333.74  
(excluding freight)

Signature: _____	Name: _____ (PLEASE PRINT)
Company/Utility: _____	PO: _____
Address: _____	Date: _____
_____	Phone: _____
_____	Email: _____
_____	Fax: _____





## REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Brabo & Members of City Council  
**From:** Kristi Roberson, Parks & Recreation Director  
**Date:** April 13, 2026  
**Subject:** Accept the Funds and Sign the Contract for (1) Aging Services Provided through the Older Americans Act and State Appropriated Funds from the NC Division of Aging and (2) Home & Community Care Block Grant for Older Adults and Adopt associated Grant Project Ordinance

### RECOMMENDATION:

I move that the City Council accept the funds and sign the contract for Aging Services provided through the Older Americans Act and State Appropriated Funds from the NC Division of Aging in the amount of \$10,971.00 (General Purpose Funding). I also move the City Council accept the Heath Promotions/Disease Prevention and Senior Center Operations funding from the Home & Community Care Block Grant for Older Adults in the amount of \$41,222.00. I further move that Council Adopt the associated Grant Project Ordinance in the amount of \$52,193.00.

### BACKGROUND AND FINDINGS:

The Grace Martin Harwell Senior Center has been awarded funding for Senior Center General Purpose Funding in the amount of \$10,971.00 with a match of \$3,657. The Grace Martin Harwell Senior Center has also been awarded funding for Senior Center General Heath Promotions/Disease Prevention and Senior Center Operations funding from the Home & Community Care Block Grant for Older Adults in the amount of \$41,222.00 with a match of \$4,122.00. The estimated revenue, appropriations, as well as the cash and in kind matches were budgeted in the FY 25-26 original budget. The estimated numbers now need to be adjusted to the funds actually awarded.

### PREVIOUS LEGISLATIVE ACTION

### FISCAL IMPACT

Currently Budgeted (Account 010-6123-\_\_\_\_)  Requires additional appropriation  No Fiscal Impact

### SUPPORTING DOCUMENTS

County Funding Plan & Contracts

**A GRANT PROJECT ORDINANCE FOR  
SENIOR CENTER GENERAL PURPOSE FUNDING & SENIOR CENTER  
GENERAL HEALTH PROMOTIONS/DIEASE & SENIOR CENTER  
OPERATIONS  
CITY OF WASHINGTON, N.C.  
FOR FISCAL YEAR 2025-2026**

**BE IT ORDAINED**, by the City Council of the City of Washington, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project is hereby established:

Section 1. The project authorized is for the Mid-East Commission Area Agency on Aging Grant & Home and Community Care Block Grant for Older Adults:

Section 2. The officers of this unit are hereby directed to proceed with the project within the terms of the grant agreements.

Section 3. The following revenue is anticipated to be available to complete this project:

010-3612-0518	Mid-East Grant Recreation	\$52,193
---------------	---------------------------	----------

Section 4. That the following accounts of the General Fund revenue budget be increased or decreased by the respective amounts to:

010-3991-9910	Fund Balance Appropriated	\$(52,193)
---------------	---------------------------	------------

Section 5. The Finance Director is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to satisfy the requirements of the grant agreements.

Section 6. Funds may be advanced by the General Fund for the purpose of making payments as due. Reimbursement requests should be made to the grant agencies in an orderly and timely manner.

Section 7. The Finance Director is directed to report, on a monthly basis, on the financial status of each project element in Section 3 and on the total grant revenues received or claimed.

Section 8. The Budget Officer is directed to include a detail analysis of past and future costs and revenues on this grant project in every budget submission made to the City Council.

Section 9. Copies of this grant project ordinance shall be furnished to the City Clerk, and to the Budget Officer, and to the Finance Director for direction in carrying out this project.

Section 10. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 11. This ordinance shall become effective upon its adoption.

This the 13<sup>th</sup> day of April, 2026.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

*CONTRACT FOR AGING SERVICES  
PROVIDED THROUGH THE OLDER AMERICANS ACT AND  
STATE APPROPRIATED FUNDS FROM  
THE NORTH CAROLINA DIVISION OF AGING*

**July 1, 2025 through June 30, 2026**

This Agreement, entered into as of this 1<sup>st</sup> day of July 2025, by and between Grace Martin Harwell Senior Center (hereinafter referred to as the "provider") and the Mid-East Commission Area Agency on Aging (hereinafter referred to as the "MEC").

Witnesseth That:

WHEREAS, the MEC and the provider agree to the terms and conditions for provision of aging services in connection with activities financed in part by Older Americans Act grant funds, provided to the MEC from the United States Department of Health and Human Services through the North Carolina Division of Aging and Adult Services (DAAS) and state appropriations made available to the MEC through the North Carolina Division of Aging and Adult Services, as set forth in a) this document, b) the Division of Aging and Adult Services Service Standards Manual, Volumes I through IV, and, c) the Division of Aging and Adult Services Community Service Providers Monitoring Guidelines.

NOW THEREFORE, in consideration of these premises, and mutual covenants and agreements hereinafter contained, the parties hereto agree as follows:

1. Availability of Funds. The terms set forth in this Agreement for payment are contingent upon the receipt of funding by the MEC.
2. Grant Administration. The grant administrator for MEC shall be Annette Eubanks, Area Agency on Aging Director. The grant administrator for the provider shall be Deb Bauer, Director. It is understood and agreed that the grant administrator for the provider shall represent the provider in the performance of this Agreement. The provider shall notify the MEC in writing if the administrator changes during the grant period. Specific responsibilities of the grant administrator for the provider are provided in paragraph six (6) of this Agreement.
3. Scope of Services: The provider shall do, perform, and carry out in a satisfactory and proper manner, as determined by the MEC, the agreements and assurances required in the request for proposal.

<u>Services</u>	<u>Federal/State Dollars</u>	<u>Local Match</u>
General Purpose (176)	\$10,971	\$3,657

The provider shall submit a report should additional information be required by the MEC. Services authorized through this agreement shall be undertaken and pursued in such sequence as to assure their expeditious completion. All services required

hereunder shall be completed by June 30<sup>th</sup>. No state funds can be dispersed after the close of the fiscal year. Projected June expenditures must be reported with May services reported in June.

4. Assignability and Contracting. The provider shall not assign all or any portion of its interest in this Agreement. Any purchase of services with grant funding shall be carried out in accordance with the procurement and contracting policy of the provider or, where applicable, the MEC, which does not conflict with procurement and contracting requirements contained in 45 CFR 92.36. Federal funds shall not be awarded to any subrecipients who have been suspended or debarred by the Federal government. In addition, Federal funds may not be used to purchase goods or services from a vendor that has been suspended or debarred from Federal grant programs.
5. Compensation and Payments to the Provider. The provider shall be compensated for the work and services actually performed under this Agreement by payments to be made by the MEC. Total reimbursement to the provider under this Agreement may not exceed the grand total of available funding.
6. Monitoring. The monitoring of services provided under this Agreement shall be carried out by the MEC. MEC will monitor to ensure funds were utilized appropriately and within approved budget. Providers will receive a written report of monitoring findings in accordance with procedures established in Section 308 of the AAA Policies and Procedures Manual (July, 1994) and DOA Administrative Letter No. 98-13. Any areas of non-compliance will be addressed in a written corrective action plan with the provider.
7. Disputes and Appeals. Any dispute concerning a question of fact arising under this Agreement shall be identified to the designated grant administrator for the MEC. In accordance with Lead Regional Organization (LRO) policy, a written decision shall be promptly furnished to the designated grants administrator for the provider.

The decision of the LRO is final unless within twenty (20) days of receipt of such decision the provider furnishes a written request for appeal to the Director of the North Carolina Division of Aging and Adult Services, with a copy sent to the MEC. The request for appeal shall state the exact nature of the complaint. The Division of Aging and Adult Services will inform the provider of its appeal procedures and will inform the MEC that an appeal has been filed. Procedures thereafter will be determined by the appeals process of the Division of Aging and Adult Services. The state agency address is as follows:

Director  
North Carolina Division of Aging and Adult Services  
2101 Mail Service Center  
693 Palmer Drive  
Raleigh, North Carolina 27699-2101

8. Termination for Cause. If through any cause, the provider shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or the provider has or shall

violate any of the covenants, agreements, representations or stipulations of this Agreement, the MEC shall have the right to terminate this Agreement by giving the provider written notice of such termination to the provider and specifying the effective date thereof. The date of notice shall be at least five (5) working days before MEC effective date of such termination. In such event, all documents and other materials collected or produced under this Agreement shall at the option of the MEC, become its property. The provider shall be entitled to receive just and equitable compensation for any work satisfactorily performed under this Agreement.

9. Audit. The Community Service Provider agrees to have an annual independent audit in accordance with North Carolina General Statutes, North Carolina Local Government Commission requirements, Division of Aging and Adult Services Program Audit Guide for Aging Services and Federal Office of Budget and Management (OMB) Circular A-133.

Community service providers must provide a copy of their year end financial statements, and any required audit, to the MEC on Aging. Community service providers, as specified in paragraph one (1) are subject to audit and fiscal reporting requirements as stated in NC General Statute 143-6 and OMB Circular a-133, where applicable. Home and Community Care Block Grant providers are not required to submit Activities and Accomplishments Reports. For-profit corporations are not subject to the requirements of OMB Circular A-133, but are subject to NC General Statute 143-6 and Yellow Book audit requirements, where applicable. **Federal funds** may not be used to pay for a **Single or Yellow Book audit** unless it a federal requirement. **State funds** will not be used to pay for a **Single or Yellow Book audit** if the provider receives less than \$500,000 in state funds. The Department of Health and Human Services will provide confirmation of federal and state expenditures at the close of the state fiscal year. Information on audit and fiscal reporting requirements can be found at <http://www.ncgrants.gov>.

The following provides a summary of reporting requirements under NCGS 143-6 and OMB Circular A-133 based upon funding received and expended during the service provider's fiscal year.

10. Audit/Assessment Resolutions and Disallowed Cost. It is further understood that the community service providers are responsible to the MEC for clarifying any audit exceptions that may arise from any MEC assessment, county or community service provider single or financial audit, or audits conducted by the State or Federal Governments. In the event that the MEC or the Department of Health and Human Services disallows any expenditure made by the community service provider for any reason, the Community Service Provider shall promptly repay such funds to the MEC once any final appeal is exhausted in accordance with paragraph nine (9). The only exceptions are if the MEC is designated as a community service provider through the County Funding Plan or, if as a part of a procurement process, the MEC on Aging enters into a contractual agreement for service provision with a provider which is in addition to the required County Funding Plan formats. In these exceptions, the MEC is responsible for any disallowed costs. The County or MEC can recoup any required

payback from the community service provider in the event that payback is due to a community service provider's failure to meet OMB Circular A-122 requirements, requirements of A-110, requirements of 45CFR, Part 1321, and 45CFR, Part 92, or state eligibility requirements as specified in policy.

11. Indemnity. The provider agrees to indemnify and save harmless the MEC, its agents, and employees from and against any and all loss, cost, damages, expenses, and liability arising out of performance under this Agreement to the extent of errors or omissions of the provider.
12. Equal Employment Opportunity and Americans with Disabilities Act Compliance. The provider shall comply with all federal and state laws relating to equal employment opportunity and accommodation for disability.
13. Data to be Furnished to the Provider. All information which is existing, readily available to the MEC without cost and reasonably necessary, as determined by the MEC's staff, for the performance of this Agreement by the provider shall be furnished to the provider without charge by the MEC. The MEC, its agents and employees, shall fully cooperate with the provider in the performance of the provider's duties under this Agreement.
14. Rights in Documents, Materials and Data Produced. The provider agrees that at the discretion of the MEC, all reports and other data prepared by or for it under the terms of this Agreement shall be delivered to, become and remain the property of the MEC upon termination or completion of the work. Both the MEC and the provider shall have the right to use same without restriction or limitation and without compensation to the other. For the purposes of this Agreement, "data" includes writings, sound recordings, or other graphic representations, and works of similar nature. No reports or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the provider.
15. Interest of the Provider. The provider covenants that neither the provider nor its agents or employees presently has an interest, nor shall acquire an interest, direct or indirect, which conflicts in any manner or degree with the performance of its service hereunder, or which would prevent, or tend to prevent, the satisfactory performance of the service hereunder in an impartial and unbiased manner.
16. Interest of Members of the MEC, Lead Regional Organization, and Others. No officer, member, or employee of the MEC, and no public official of any local government which is affected in any way by the Project, who exercises any function or responsibilities in the review or approval of the Project or any component part thereof, shall participate in any decisions or provisions of service relating to this Agreement which affects his personal interest or the interest of any corporation, partnership or association in which he is, directly or indirectly, interested; nor shall any such persons have any interest, direct or indirect, in this Agreement or the proceeds arising therefrom.

17. Officials not to Benefit. No member of or delegate to the Congress of the United States of America, resident Commissioner or employee of the United States Government, shall be entitled to any share or part of this Agreement or any benefits to arise here from.
18. Prohibition Against Use of Funds to Influence Legislation. No part of any funds under this Agreement shall be used to pay the salary or expenses of any employee or agent acting on behalf of the provider to engage in any activity designed to influence legislation or appropriations pending before Congress.
19. Applicable Law. This Agreement is executed and is to be performed in the State of North Carolina, and all questions of interpretation and construction shall be construed by the laws of such State.
20. Disaster Assistance: In the event that elderly individuals are endangered by the occurrence of a tornado, fire, flood, severe temperature extremes, or other disaster related situation, the provider shall cooperate with requests for assistance from the MEC.
21. Attendance at MEC Meetings: The provider shall attend any committee; special meeting; or staff development training being held by the MEC to include the Regional Advisory Committee.

In witness whereof, the MEC and the provider have executed this Agreement as of the day first written above.

**Grace Martin Harwell Senior Center**

Attest:

\_\_\_\_\_ By: \_\_\_\_\_  
 Title: \_\_\_\_\_ Title: \_\_\_\_\_

**Mid-East Commission**

Attest:

\_\_\_\_\_ By: \_\_\_\_\_  
 Annette Eubanks N. Bryant Buck  
 Area Agency on Aging Director Executive Director

Provision for payment of the monies to fall due under this Agreement within the current fiscal year have been made by appropriation duly authorized as required by the Local Government Budget and Fiscal Control Act.

BY: \_\_\_\_\_  
 Sherri Bunch, Finance Officer, Mid-East Commission

**Home and Community Care Block Grant for Older Adults**

**County Funding Plan**

**July 1, 2025 through June 30, 2026**

Methodology to Address Service Needs of Low Income (Including Low-Income Minority Elderly), Rural Elderly and Elderly with Limited English Proficiency  
(Older Americans Act, Section 305(a)(2)(E))

Community Service Provider Grace Martin Harwell Senior Center

County Beaufort

The Older Americans Act requires that the service provider attempt to provide services to low-income minority individuals in accordance to their need for aging services. The community service provider shall specify how the service needs of low income, **low-income (including low income minority elderly), rural elderly and elderly with limited English proficiency** will be met through the services identified on the Provider Services Summary (DAAS-732). This narrative shall address outreach and service delivery methodologies that will ensure that this target population is adequately served and conform with specific objectives established by the Area Agency on Aging, for providing services to low income minority individuals. Additional pages may be used as necessary.

The Grace Martin Harwell Senior Center makes every attempt to serve the above listed populations by doing the following:

Low-income clients are served with many free programs at the center. Our Information and Assistance staff member works with low-income members and guests to acquire needed durable medical equipment, apply for subsidies, manage their Medicare plans, and coordinate with the Department of Social Services if needed. She also coordinated a small grant-funded program, which gives low-income residents free access to adult undergarments and nutrition drinks.

We also provide information for low-income members and guests to obtain free food from multiple area agencies, and other community resources such as ramps, minor home improvements, and other small home repairs that low-income residents cannot or could not afford.

Virtual programs are also available to those GMHSC and community members that have the tools to take advantage of them, or they can come to the GMHSC and utilize our computer lab, or work directly with a staff member and a computer to access those online services. Our SHIP counselor coordinates with any needed interpreters to discuss

Medicare benefits or other programs to which low-income or under-represented populations need assistance with understanding.

We are able to reach the local above listed populations by the following:

- Our newsletter, which is mailed to over 1500 members, guests, and minority churches and community programs that serve minority populations in the greater Beaufort County area.

- In-person assistance from any staff member, but especially our Information and Assistance staff member Joanne Poore.

- Phone assistance directly to the member/guest.

- Virtual assistance through programs and events we can access on the internet or live-stream to our members (who have available access or can come to the GMHSC to use our computers)

- Facebook page, which we post about services available to our low-income members and guests

- Automated phone calls to reach our members and guests that are unable to access email or other electronic forms of communications.

NAME AND ADDRESS **Home and Community Care Block Grant for Older Adults**  
 COMMUNITY SERVICE PROVIDER  
Grace Martin Harwell Senior Center **County Funding Plan** **DAAS-732 (Rev. 2/16)**  
 County Beaufort  
**July 1, 2025 through June 30, 2026**  
**Provider Services Summary** **DATE**

Services	Ser. Delivery		A				B	C	D	E	F	G	H	I
	(Check One)		Block Grant Funding				Required	Net*	NSIP	Total	Projected	Projected	Projected	Projected
	Direct	Purch.	Access	In-Home	Other	Total	Local Match	Serv Cost	Subsidy	Funding	HCCBG Units	Reimburse Rate	HCCBG Clients	Total Units
Senior Center Operations	X			0	29000	//////////	3222	32222	0	32222				
Health Promotion Disease Prevention	X				8100	//////////	900	9000		9000				
						//////////	0	0		0				
						//////////	0	0		0				
						//////////	0	0		0				
						//////////	0	0		0				
						//////////	0	0		0				
						//////////	0	0		0				
						//////////	0	0		0				
						//////////	0	0		0				
						//////////	0	0		0				
						//////////	0	0		0				
<b>Total</b>	////////	////////	0	0	37100	37100	4122	41222	0	41222	0	//////////	0	0

\*Adult Day Care & Adult Day Health Care Net Service Cost

Daily Care	ADC	ADHC	Certification of required minimum local match availability. Required local match will be expended simultaneously with Block Grant Funding.	_____	_____	
Transportation	_____	_____		Authorized Signature, Title	_____	Date
Administrative	_____	_____		Community Service Provider		
Net Ser. Cost Total	_____	_____				

_____	Signature, County Finance Officer	_____	Date	_____	Signature, Chairman, Board of Commissioners	_____	Date
-------	-----------------------------------	-------	------	-------	---	-------	------



Beaufort County  
City of Washington  
Agenda Abstract

**Meeting Date: 4/13/2026**

**Agenda Section:** Public Hearing

**Presenter:** Susan Squires, Economic Development Director

**Agenda Title:** Public Hearing - Project Fala

**Summary of Information:** Public hearing, in accordance with N.C.G.S. 158-7.1(c), to receive comments regarding a proposed economic development land purchase by Project Fala.

Project Fala is an international composite swimming pool manufacturer seeking to establish U.S.-based operations in Beaufort County. The company anticipates creating approximately 75 new jobs, with an initial capital investment of over \$2 million and additional investment expected as the project develops and scales

Project Fala proposes to purchase approximately **5.29 acres of land** located at **1035 Page Road** in the Washington–Beaufort County Industrial Park. The purchase price for the property is **\$20,000 per acre**, for a total purchase price of **\$105,800**.

The company will be required to meet its capital investment commitments within **two (2) years**.

The public benefits derived from this project include the creation of new jobs and a long-term increase in the tax base for the City of Washington and Beaufort County.

The public hearing notice has been properly advertised as required by statute.

**Submitter Recommendations/Motions:** Receive and consider any public comments regarding the land purchase for Project Fala.

**Attachments:**

1. Property Location
2. WDN notice



Beaufort County  
City of Washington  
Agenda Abstract

**Meeting Date: 4/13/2026**

**Agenda Section:** Item for Decision  
**Presenter:** Susan Squires, Economic Development Director  
**Agenda Title:** Project Fala Economic Development Land Purchase

**Summary of Information** Project Fala is an international composite swimming pool manufacturer seeking to establish U.S.-based operations in Beaufort County. The company anticipates creating approximately 75 new jobs, with an initial capital investment of over \$2 million and additional investment expected as the project develops and scales.

Project Fala proposes to purchase approximately **5.29 acres of land** located at **1035 Page Road** in the Washington–Beaufort County Industrial Park. The purchase price for the property is **\$20,000 per acre**, for a total purchase price of **\$105,800**.

The company will be required to meet its capital investment commitments within **two (2) years**.

The public benefits derived from this project include the creation of new jobs and a long-term increase in the tax base for the City of Washington and Beaufort County.

**Submitter Recommendations/Motions:** Authorize and approve City of Washington officials to work with the County Attorney, County Manager and County Economic Development Director to sell a 5.29-acre parcel (PIN 5667-79-5637) in the Washington Beaufort County Industrial Park to Project Fala and execute the appropriate paperwork to close the transaction.

**Attachments:**

Property Map



## Beaufort County, NC

Disclaimer: Beaufort County online map access is provided as a public service, as is, as available and without warranties, expressed or implied. Content published on this website is for informational purposes only, and is not intended to constitute a legal record nor should it be substituted for the advice or services of a licensed professional. Parcel map information is prepared for the inventory of real property found within County jurisdiction and is compiled from recorded deeds, plats, and other public documents in accordance with N.C. Land Records Technical Specifications for Base, Cadastral and Digital Mapping Systems. Users are hereby notified that the aforementioned public record sources should be consulted for verification of information. With limited exception, data available on this website originates from Beaufort County Land Records GIS and is maintained for the internal use of the County. The County of Beaufort and the Website Provider disclaim all responsibility and legal liability for the content published on this website.



Beaufort County Parcel Viewer  
[beaufortcountygis.com](http://beaufortcountygis.com)

GPIN:	5667-79-5637
REID1:	6109
NAME1:	BEAUFORT CO WASHINGTON CITY OF
NAME2:	
ADDR1:	121 WEST THIRD STREET
ADDR2:	
CITY:	WASHINGTON
STATE:	NC
ZIP:	27889
PROP_DESC:	5.29 AC LOT 10 BEAUFORT CO INDUSTRIAL PK
LAND_VAL:	130276
BLDG_VAL:	0
TOT_VAL:	130276
DEFR_VAL:	0
TAXABLE_VAL:	0
PREV_ASSES:	119025
ACRES:	5.29
PROP_ADDR:	1035 PAGE RD
TOWNSHIP:	01
MBL:	566700106
DATE:	2013-05-17
DB_PG:	1817/00358
STAMPS:	
SALE_PRICE:	0

Date Printed: 10/9/2025

**Notice of Public Hearing**  
**City of Washington, NC**  
**Project Fala Economic Development Land Purchase**

On April 13, 2026, at 6:00 PM, or soon thereafter, the Washington City Council will hold a public hearing to receive comments on a request to purchase land by Project Fala. Project Fala represents an international composite swimming pool manufacturer seeking to establish U.S.-based operations in Beaufort County. Project Fala proposes to purchase approximately **5.29 acres of land** located at **1035 Page Road** in the Washington-Beaufort County Industrial Park. The purchase price for the property is **\$20,000 per acre**, for a total purchase price of **\$105,800**.

The public benefits derived from this economic development project are a long-term increase in tax base and the creation of new jobs in Washington, NC.

**PUBLIC NOTICE**

**Notice of Public Hearing  
Beaufort County, NC  
Project Fala Economic Development Land Purchase**

On April 13, 2026, at 6:00 PM, or soon thereafter, the Washington City Council will hold a public hearing to receive comments on a request to purchase land by Project Fala. Project Fala represents an international composite swimming pool manufacturer seeking to establish U.S.-based operations in Beaufort County. Project Fala proposes to purchase approximately **5.29 acres of land located at 1035 Page Road** in the Washington-Beaufort County Industrial Park. The purchase price for the property is **\$20,000 per acre**, for a total purchase price of **\$105,800**. The public benefits derived from this economic development project are a long-term increase in tax base and the creation of new jobs in Washington, NC.

Washington Daily News:  
Mar. 25, 2026  
**HEARING 4.13.26**

**Hood Richardson, PA** C-576  
**110 West Second Street**  
**Washington, N. C 27889**  
252-975-3472  
February 19, 2026

Ms. Cynthia Bennett, Clerk  
City of Washington  
102 East second Street  
Washington, N. C. 27889

RE: Agenda Request  
William L. Cayton  
Manfred D. Alligood, Jr.

Dear Ms. Bennett:

This is a request for the Council to consider correcting an oversight. Mr. Cayton and Mr. Alligood would like the City to provide maintenance of streets in the annexed areas.

Could be place on the agenda after the middle of March of 2026 and before the end of April of 2026.

Thank you.

Sincerely yours,



Hood L. Richardson, PE, PLS

Attached: Letter dated February 4, 2026  
Two Ordinances

**Hood Richardson, PA** C-576  
**110 West Second Street**  
**Washington, N. C 27889**  
252-975-3472  
February 4, 2026

Mr. Bobby Roberson  
City of Washington Manager  
102 East Second Street  
Washington, N. C. 27889

CERTIFIED 9589 0710 5270 0097 6552 10

RE: Maple Branch Subdivision Street Maintenance PIN 5667-17-3295  
Maple Branch Road and Clayton Street (Off US 264 West)

Dear Mr. Roberson:

This letter is written on behalf of Manfred Alligood. Mr. Alligood is concerned about the lack of street maintenance in Maple Branch Subdivision. His subdivision was annexed into the City of Washington during 2006.

The annexation ordinance does not exclude the streets. Item c. in the ordinance states: "The area described is so situated that the City will be able to provide the same services within the proposed satellite corporate limits that it provides within the primary corporate limits;".

Somehow Maple Branch Road and Clayton Street are shown on the Powell Bill Map as private streets. This was never intended or applied for in the annexation. The streets were inspected by the City of Washington during construction. There are no known notices of construction standards violation(s).

The entrance to the subdivision has been in disrepair for some time. Requests to the City for maintenance have gone unanswered.

William "Buzz" Cayton uses Maple Branch Road for access to his property that was annexed into the City. He is petitioning for street maintenance in a separate communication that includes copies of the annexation ordinances.

Mr. Alligood and Mr. Cayton request that the City follow the annexation ordinance for these properties and perform maintenance repairs on these streets.

Sincerely yours,



Hood L. Richardson, PE, PLS

Cc: William Cayton  
Manfred Alligood

CERTIFIED COPY OF RESOLUTION

\*\*\*\*\*

AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF  
THE CITY OF WASHINGTON, NORTH CAROLINA

WHEREAS, the City Council has been petitioned under G.S.160A-58.1 to annex the area described below; and

WHEREAS, the City Council has by resolution directed the City Clerk to investigate the sufficiency of the petition; and

WHEREAS, the City Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held at the Municipal Building, City Council Chambers, 102 E. 2nd Street, Room 214, Washington, North Carolina at 6:00 P.M. on the 19th day of June, 2000 after due notice by publication on June 4, 2000; and

WHEREAS, the City Council finds that the area described therein meets the standards of G.S. 160A-58.1(b), to wit:

- a. The nearest point on the proposed satellite corporate limits is not more than three miles from the corporate limits of the City,
- b. No point on the proposed satellite corporate limits is closer to another municipality than to the City;
- c. The area described is so situated that the City will be able to provide the same services within the proposed satellite corporate limits that it provides within the primary corporate limits;
- d. No subdivision, as defined in G.S. 160A-376, will be fragmented by this proposed annexation,
- e. The area within the proposed satellite corporate limits, when added to the area within all other satellite corporate limits, does not exceed ten percent (10%) of the area within the primary corporate limits of the City; and

WHEREAS, the City Council further finds that the petition has been signed by all the owners of real property in the area who are required by law to sign; and

WHEREAS, the City Council further finds that the petition is otherwise valid, and that the public health, safety and welfare of the City and of the area proposed for annexation will be best served by annexing the area described;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Washington, North Carolina that,

Section 1. By virtue of the authority granted by G.S. 160A-58.2, the following described non-contiguous territory is hereby annexed and made part of the City of Washington, as of the 30th day of June, 2000.

Beginning at a new iron pipe in the southern right of way line of US 264, the said iron pipe is located South 74 degrees 07 minutes 51 seconds East 1,283.62 feet along the said northerly right of way line from a North Carolina Department of Transportation concrete monument to a similar monument across from SR 1407, and then continuing from the last said monument South 73 degrees 50 minutes 39 seconds East 37.78 feet to the said beginning iron pipe; thence from the said beginning iron pipe and continuing with the said right of way line along a curve to the right having a cord bearing South 73 degrees 06 minutes 09 seconds East 60.08 feet, a radius of 3,778.96 feet, an arc distance of 60.08 feet and a delta angle of 54 minutes 39 seconds to an iron pipe; thence South 19 degrees 51 minutes 01 seconds West 583.50 feet to an iron pipe in a ditch; thence with the said ditch South 70 degrees 08 minutes 59 seconds East 444.54 feet to an iron pipe; thence with a ditch South 64 degrees 14 minutes 34 seconds East 473.22 feet to an iron pipe; thence with the property line of the Evangelistic Church of Deliverance and the Climmon Jefferson and wife Carolyn Jefferson line South 53 degrees 56 minutes 50 seconds East 582.42 feet to an existing iron pipe on the westerly right of way line of North Carolina State Road 1427, a corner; running thence with the westerly right of way line of North Carolina State Road 1427 along a curve to the left having 545.14 foot cord bearing South 32 degrees 42 minutes 55 seconds West with an arc of 552.27 feet and whose radius is 989.93 feet to a right of way monument in the western sideline of North Carolina State Road 1427; continuing thence with the western right of way line of North Carolina State Road 1427, South 16 degrees 28 minutes 18 seconds West 141.08 feet to an iron pipe in the western side line of North Carolina State Road 1427, a corner; running thence with property line of Robert E. and Brenda D. Hardy, North 72 degrees 35 minutes 23 seconds West 543.57 feet to an iron pipe, continuing thence with the said Hardy line, North 54 degrees 16 minutes 14 seconds West 222.67 feet to an iron pipe, continuing thence with the said Hardy line, North 77 degrees 07 minutes West 42 seconds West 284.41 feet to an iron pipe, a corner; continuing thence with the said Hardy line, South 40 degrees 42 minutes 33 seconds West 86.49 feet to an iron pipe, continuing thence with the said Hardy line, South 56 degrees 14 minutes 03 seconds West 210.98 feet to an iron pipe, a corner; running thence with the following four calls of the American Refuse Systems, Inc., North 52 degrees 26 minutes 37 seconds West 215.95 feet to an iron pipe; North 56 degrees 35 minutes 26 seconds West 260.32 feet, to an iron pipe, North 51 degrees 57 minutes 09 seconds West 117.41 feet to an iron pipe, a corner; continuing thence South 34 degrees 22 minutes 28 seconds West 809.97 feet to an existing iron pipe in the (abandoned) northerly Seaboard Coast Line Railroad right of way line, continuing thence South 34 degrees 22 minutes 28 seconds West 65.01 feet to an iron pipe in the centerline of the (abandoned) Seaboard Coast Line Railroad right of way, a corner; running thence with the centerline of the (abandoned) Seaboard Coast Line Railroad right of way line, North 56 degrees 32 minutes 35 seconds West 1,676.27 feet to a point in the centerline of the (abandoned) Seaboard Coast Line Railroad right of way to an iron pipe, a corner; running thence North 33 degrees 27 minutes 25 seconds East 65.00 feet to a point located at the intersection of the centerline of Maple Branch and the (abandoned) northerly line of the (abandoned) Seaboard Coast Line Railroad right of way, continuing thence along the centerline of Maple Branch and with the property line of Manfred D. Alligood, Jr., the following courses: North 16 degrees 25 minutes 22 seconds East 58.86 feet; North 34 degrees 10 minutes 28 seconds East 158.54 feet; North 00 degrees 38 minutes 25 seconds East 131.59 feet; North 44 degrees 08 minutes 25 seconds East 240.23 feet; North 83 degrees 39 minutes 37 seconds East 160.57 feet; South 35 degrees 18 minutes

27 seconds East 146.48 feet; South 70 degrees 10 minutes 09 seconds East 149.18 feet; South 87 degrees 38 minutes 26 seconds East 153.59 feet; South 89 degrees 53 minutes 33 seconds East 130.34 feet; North 78 degrees 16 minutes 23 seconds East 72.82 feet; North 60 degrees 16 minutes 49 seconds East 99.23 feet; North 45 degrees 05 minutes 08 seconds East 90.40 feet; North 56 degrees 42 minutes 55 seconds East 491.48 feet; North 79 degrees 08 minutes 44 seconds East 58.65 feet; North 48 degrees 59 minutes 50 seconds East 141.83 feet; North 28 degrees 42 minutes 01 seconds East 120.15 feet thence continuing North 30 degrees 31 minutes 51 seconds East 71.77 feet with the said Maple Branch to a point in a ditch; thence South 27 degrees 09 minutes 06 seconds East 313.07 feet; South 70 degrees 52 minutes 14 seconds East 563.84 feet with the said ditch to a point; thence North 19 degrees 51 minutes 01 seconds East 579.16 feet to the BEGINNING: containing 86.64 acres according to a survey by Hood L. Richardson, PLS dated March 15, 2000: being a part of that 107.4924 acre tract shown on that survey titled "Property of Rich, Rich, and Phillips, A North Carolina General Partnership," dated May 2, 1996 by Pitt Land Surveying Company, a copy of said map being recorded in Plat Cabinet E, Slide 86-8, Beaufort County Registry; and further being the same property conveyed to Manfred D. Alligood, Jr., Kathy J. Alligood, Denise Alligood and Stephanie Gay Alligood of record in Deed Book 1076 at Page 560, Beaufort County Register of Deeds.

Section 2. Upon and after the 30th day of June, 2000, the above described territory and its citizens and property shall be subject to all debts, laws, ordinances, and regulations in force in the City of Washington and shall be entitled to the same privileges and benefits as other parts of the City of Washington. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the City of Washington shall cause to be recorded in the Office of the Register of Deeds of Beaufort County, and in the Office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the County Board of Elections as required by G.S. 163-288.1.

Adopted this the 19th day of June, 2000.

*[Signature]*  
MAYOR

ATTEST:

*[Signature]*  
CITY CLERK

\*\*\*\*\*

I, Cynthia S. Bennett, City Clerk of the City of Washington, do hereby certify that is an exact copy of a resolution adopted by the Washington City Council on October 5, 2005. Witness my hand and seal, this the 16<sup>th</sup> day of September, 2024.



*[Signature]*  
Cynthia S. Bennett, MMC  
City Clerk

**AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE  
CITY OF WASHINGTON, NORTH CAROLINA**

WHEREAS, the Washington City Council has been petitioned under G.S. 160A-58.1 to annex the area described below; and

WHEREAS, the Washington City Council has by resolution directed the City Clerk to investigate the sufficiency of the petition; and

WHEREAS, the City Clerk has certified the sufficiency of the petition and a public hearing on the question on of this annexation was held at the City Council Chambers on the 2<sup>nd</sup> floor of the municipal building located at 102 East 2<sup>nd</sup> Street at 6:00 p.m. on Monday, March 13, 2006 after due notice by the Washington Daily News on March 3, 2006 & March 6, 2006;

WHEREAS, the Washington City Council finds that the area described herein meets the standards of G.S. 160A-58.1(b), to wit:

- a. The nearest point on the proposed satellite corporate limits is not more than three (3) miles from the corporate limits of the City of Washington.
- b. No point on the satellite corporate limits is closer to another municipality than to the City of Washington.
- c. The area described is so situated that the City of Washington will be able to provide the same services within the proposed satellite corporate limits that it provides within the primary corporate limits.
- d. No subdivision, as defined in G.S. 160A-376, will be fragmented by this proposed annexation;
- e. ~~The area within the proposed satellite corporate limits when added to the area within all other satellite corporate limits, does not exceed ten percent (10%) of the area within the primary corporate limits of the City of Washington.~~ ***This Standard does not apply to the City of Washington.***

WHEREAS, the Washington City Council further finds that the petition has been signed by all of the owners of real property in the area who are required by law to sign; and

WHEREAS, the Washington City Council further finds that the petition is otherwise valid, and that the public health, safety and welfare of the City of Washington and of the area proposed for annexation will be best served by annexing the area described;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Washington, North Carolina that:

Section 1. By the virtue of the authority granted by G.S. 160A-58.2, the following described non-contiguous territory is hereby annexed and made part of the City of Washington as of April 30, 2006:

Lying and being in Washington Township, Beaufort County, North Carolina, more particularly described as follows:

BEGINNING at an iron pipe in the intersection of the Southerly right-of-way line of US Highway 264 with the Easterly right-of-way line of Maple Branch Avenue, the said iron pipe is South 73 degrees 23 minutes 20 seconds East 97.86 feet with the said US 264 right-of-way line from a North Carolina Department of Transportation concrete right-of-way monument; thence from the said beginning iron pipe a curve to the right having an arc length of 389.44 feet, a radius of 3778.96 feet, a chord bearing South 69 degrees 41 minutes 41 seconds East 389.27 feet to an iron pipe; thence the following four calls to points in a ditch, South 21 degrees 14 minutes 58 seconds West 30.03 feet, South 15 degrees 08 minutes 56 seconds West 161.64 feet, South 13 degrees 45 minutes 17 seconds West 187.18 feet, and South 13 degrees 25 minutes 19 seconds West 94.77 feet; thence the following three calls with the William L. Cayton line to iron pipes, North 70 degrees 08 minutes 59 seconds West 332.26 feet, South 19 degrees 51 minutes 01 seconds West 79.00 feet and North 70 degrees 08 minutes 59 seconds West 100.00 feet; thence North 19 degrees 51 minutes 01 seconds East 553.50 feet with the said Easterly right-of-way line of Maple Branch Avenue and the City of Washington Limit line to the BEGINNING: containing 4.64 acres according to a survey prepared by Hood L. Richardson, PLS, dated September 7, 2005 and being the same lot described in Deed Book 1005 at page 215 Beaufort County Register of Deeds.


Section 2. Upon and after April 30, 2006, the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the City of Washington and shall be entitled to the same privileges and benefits as other parts of the City of Washington. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the City of Washington shall cause to be recorded in the office of the Register of Deeds of Beaufort County, and in the office of the Secretary of the State in Raleigh, North Carolina, an accurate map of the annexed property, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the County Board of Elections; as required by G.S. 163-288.1.

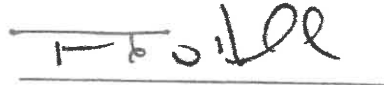
Adopted this 13<sup>th</sup> day of March, 2006.

  
Judy Jennette, Mayor

ATTEST:

  
Rita A. Thompson, Clerk

APPROVED AS TO FORM:

  
City Attorney

**Mayor**  
Ellen C. Brabo

**Interim City Manager**  
Bobby E. Roberson



**Washington City Council**  
Mayor Pro tem Nick Fritz  
Joe Davis  
Antwan Horton  
Max Perreault  
Anthony Tyre

---

**To:** Mayor Brabo & Members of the City Council  
**From:** Tammy Swindell, C.F.O.  
**Date:** April 02, 2026  
**Subject:** PO's > \$50,000

The following budgeted purchase orders that are in excess of \$50,000 have been issued for the month:

<u>PO</u> <u>Number</u>	<u>Amount</u>	<u>Vendor</u>	<u>Description</u>
069923	\$105,450.00	KBS CONSTRUCTION COMPANY	WATER MAIN REPLACEMENT
069925	\$420,742.80	TRIPP BRO'S INC	STREET IMPROVEMENTS AND RE-SURFACING
069951	\$177,112.83	ATLANTIC EMERGENCY SOLUTIONS	FIREFIGHTING EQUIPMENT
069964	\$157,585.29	A.R. CHESSON CONSTRUCTION CO INC	NORTH GA AREA TAXILANES & DRONE PAD
069965	\$53,180.00	TALBERT BRIGHT & ELLINGTON LLC	TBI PROJECT AMEND # 1-ALP
069968	\$188,202.00	BEAUFORT COUNTY	BC INDUSTRIAL PARK GRANT
069948	\$340,000.00	RIVERS & ASSOCIATES	JACKS CREEK SCREENS

**Mayor**  
Ellen C. Brabo

**Interim City Manager**  
Bobby E. Roberson



**Washington City Council**  
Mayor Pro tem Nick Fritz  
Joe Davis  
Antwan Horton  
Max Perreault  
Anthony Tyre

---

**To: Mayor Brabo & Members of the City Council**  
**From: Tammy Swindell, C.F.O.**  
**Date: April 02, 2026**  
**Subject: Budget Transfers**

The Budget Officer reallocated appropriations among various departmental totals of expenditures within authorized funds.

NC GS 159-15 states that this shall be reported to the Council at its next regular meeting and be entered in the minutes.

030-8180-7400	-\$9,856.00
030-8140-1705	-\$725.00
030-8140-7400	\$10,581.00
010-4310-0200	-\$20,000.00
010-4260-1500	\$20,000.00

# Request for Transfer of Funds

MAR 10 2026

Date: 3/6/2026

TO: City Manager or Finance Director


FROM: Wayne Black

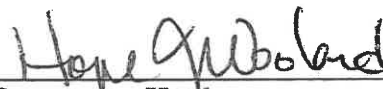
SUBJECT: REQUEST FOR TRANSFER OF FUNDS

I hereby request the transfer of funds as set forth below from one account to another, all within the same appropriation fund account, as permitted and authorized by the General Statutes of North Carolina.

	Department	Account Number	Project Account	Account Name	Amount
FROM:	Water Dept.	030-8180-7400		Capital Outlay	\$ 9,856.00
		030-8140-1705		Vehicle Fuel	\$ 725.00
TO:	Water Dept.	030-8140-7400		Capital Outlay	\$ 10,581.00

**Purpose of:** Balance budget to manage funds within the Water Dept. for costs associated with Capital outlay for 11<sup>th</sup> Street Water Main Replacement.

  
Supervisor

  
Department Head

---

### ACTION OF CITY MANAGER OR FINANCE DIRECTOR

Approved:

Disapproved:

\* Request for Transfer of Funds from Department to Department require City Manager's approval.

\*\* Request for Intradepartmental Transfer of Funds require Finance Director approval.

  
City Manager or Finance Director

3/10/2026  
Date

Copy to Kate

Council

### Request for Transfer of Funds

Date: 3/19/2026

TO: City Manager or Finance Director

FROM: Finance

SUBJECT: REQUEST FOR TRANSFER OF FUNDS

RECEIVED  
MAR 19 2026

I hereby request the transfer of funds as set forth below from one account to another, all within the same appropriation fund account, as permitted and authorized by the General Statutes of North Carolina.

	Department	Account Number	Project Account	Account Name	Amount
FROM:	Police	010-4310-0200	None	Salaries	20,000.00
TO:	Municipal Building	010-4260-1500	None	Maintenance Repairs Building	20,000.00

For the purpose of: Transfer funds to cover the cost of repairing the back steps/stoop/porch at City Hall.

Jane Blaw  
Supervisor

Jay Sundell  
Department Head

ACTION OF CITY MANAGER OR FINANCE DIRECTOR

Approved:

Disapproved:

\* Request for Transfer of Funds from Department to Department, require City Manager's approval.

\*\* Request for Intradepartmental Transfer of Funds require Finance Director approval.

Sundell  
City Manager or Finance Director

3/19/26  
Date

Copy to Kate



## REQUEST FOR CITY COUNCIL ACTION

---

**To:** Mayor Brabo & Members of City Council  
**From:** Anthony Tyre, City Council Member  
**Date:** April 13, 2026  
**Subject:** Adopt Resolution in support of NCDOT Project U-5860 (15<sup>th</sup> Street)  
**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

**RECOMMENDATION:**

I move that City Council adopt a resolution in support of NCDOT Project U-5860 as it is currently designed (15<sup>th</sup> Street in Washington).

**BACKGROUND AND FINDINGS:**

**PREVIOUS LEGISLATIVE ACTION**

N/A

**FISCAL IMPACT**

Currently Budgeted     Requires additional appropriation     No Fiscal Impact

**SUPPORTING DOCUMENTS**

Resolution

A RESOLUTION SUPPORTING SAFETY IMPROVEMENTS ALONG THE 15TH STREET CORRIDOR THROUGH NCDOT PROJECT U-5860

---

WHEREAS, 15th Street serves as a major transportation corridor connecting U.S. 17 Business and U.S. 264 and carries significant local and regional traffic volumes;

WHEREAS, crash data collected between 2020 and 2024 documented 417 crashes along the corridor, including three fatal crashes and eleven disabling-injury crashes;

WHEREAS, the North Carolina Department of Transportation has identified the corridor as exceeding statewide critical crash thresholds and requiring comprehensive safety improvements;

WHEREAS, the North Carolina Department of Transportation has developed State Transportation Improvement Program Project U-5860, which proposes converting the corridor to a four-lane divided roadway with a raised median, dedicated turn lanes, improved traffic signals, and enhanced pedestrian facilities;

WHEREAS, engineering analysis indicates the proposed design is expected to reduce total crashes by approximately 57 percent and reduce fatal crashes by approximately 76 percent;

WHEREAS, the project includes multimodal safety improvements such as a 10-foot multi-use path, sidewalks, ADA-compliant pedestrian crossings, and enhanced signalized intersections to improve safety for drivers, pedestrians, and cyclists.

WHEREAS, the project represents approximately \$38.6 million in transportation infrastructure investment for the Washington community and includes upgrades to roadway infrastructure, stormwater systems, traffic signals, and city utilities;

WHEREAS, the project design has been refined through collaboration between NCDOT, the City of Washington, and community stakeholders, including adjustments to reduce right-of-way impacts and eliminate previously anticipated property relocations;

WHEREAS, the project is currently fully funded within the North Carolina Strategic Transportation Improvement Program, with right-of-way acquisition scheduled to begin in 2026;

WHEREAS, removal of the project from the STIP would require the project to be re-submitted and re-prioritized through statewide transportation funding cycles, potentially delaying safety improvements for many years and risking the loss of funding to other regions of the state;

WHEREAS, the City Council recognizes the importance of ensuring that public policy decisions regarding transportation infrastructure are guided by engineering analysis, safety data, and factual project information;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Washington affirms the importance of advancing transportation safety improvements along the 15th Street corridor and supports continued collaboration with the North Carolina Department of Transportation to ensure the project reflects community needs while maintaining its core safety objectives;

BE IT FURTHER RESOLVED that the City Council encourages continued public engagement and the dissemination of accurate information regarding the project's design, impacts, and timeline.

Adopted this 13th day of April, 2026.

City of Washington, North Carolina

---

Mayor

---

City Clerk

## Moss Landing Homeowners Request

In the fourth quarter of 2023, the Moss Landing Homeowners Association and the Moss Landing II Homeowners Association approached the city about taking control of the streets, sidewalks, stormwater control system, and sewer collection system.

On November 4, 2023, the Council gave consensus to move forward in determining if it was in the best interest of the city to accept this infrastructure.

On May 13, 2024, the City Manager updated the Council on the status of the infrastructure transfer.

In late February 2026, the interim city manager engaged H2OS Consulting, LLC to investigate the Moss Landing Homeowners Association's request.

After meeting with directors from Moss Landing II HOA in March 2026, the discussion expanded to include street lights and irrigation systems. These discussions concluded that the city was not equipped to maintain the low pressure sewer system, and by accepting this, precedence would be established to accept other low pressure systems that currently pump into the city's sewer system, as well as future low pressure systems.

As for the stormwater treatment system (swell on the eastern and southern sides of the development), it was determined that this structure was permitted by the state of North Carolina to the Moss Landing Homeowners' Association's and the responsibility for this structure is the homeowners' association. Again, should the city accept this responsibility, a precedent would be set to accept any and all stormwater treatment structures on private developments.

Irrigation- After discussing the irrigation system with the operator of the system, it was determined that the part of the system in question had been abandoned and was no longer in service. This, coupled with the same precedence issues stated previously, removed this item from the conversation.

This leaves acceptance of the street lights, sidewalks, and streets.

-Street lights. The interim City Manager spoke with the Electric Director and agreed that the acceptance of the operation and maintenance of these fixtures would be in line with other areas of the city.

-Streets. H2OS Consulting, LLC inspected the streets and sidewalks, including observing 3 cores of the streets. The three core samples indicated at least 2 inches of bituminous surface coarse and at least 6 inches coarse aggregate base, thus meeting the requirements for a residential street, with “marginal access” as described in the City’s Manual of Standard Designs and Details(MSDD). However, the requirements for a residential street with “marginal access” in the MSDD call for 28’ from the back of curb to back of curb with a 50-foot right of way. Moss Landing streets are 24’ back of curb to back of curb. This is consistent with “private streets” in the MSDD. The MDSS for “private streets” also recommends 40-foot right of way; however, with the structure’s proximity to the back of the curb, a 40-foot right of way would not be achievable in this development.

-Sidewalks. After inspection of the sidewalks in the Moss Landing subdivision, all sidewalks appear to be in good condition and meet these standards in the MSDD. Two exceptions would be missing sidewalks at the location of two vacant lots. It is understood by the inspector that these sidewalks would be installed when homes are built on the lots.

Exceptions to the MSDD, the city has previously accepted;

Somerset- Some streets in the Somerset subdivision are only 20 feet wide, back of curb to back of curb. The City Council voted to accept these streets in 2021.

Water St.-Water Street from the estuarium to the eastern end of the boardwalk is 20 feet wide from the back of the curb to the parking stall. The travel lanes on Water Street were narrowed after 2007 to accommodate on-street parking.

Maxwood subdivision- Most of the streets in the Maxwood subdivision are less than 20 feet wide and have no curb and gutter. The city annexed the Maxwood subdivision in the mid 1990s.



**MOSS LANDING**

Impervious

Opening of Meeting

Pledge of Allegiance

Invocation

Roll Call

Approval of minutes from October 9, 2023 (page 4)

Approval/Amendments to Agenda

***PRESENTATION: Presidential Lifetime Achievement Award - Bishop Samuel Jones Jr and Mother Regina Jones***

***PRESENTATION: Lifetime Achievement Award - Nancy Burroughs***

***PRESENTATION: Young Women of Promise Inc. Keeper of the Dream Community Partner Award - Flora Brooks***

I. Consent Agenda:

- A. Approve - application by Washington Fire Department for the 2023 FEMA Assistance to Firefighters Grant (page 19)
- B. Approve - application by Washington Fire Department for the Norfolk Southern Thriving Communities Grant (page 20)
- C. Declare - surplus and Award Police Captain Ronnie Watson his police shield and service weapon upon his retirement (page 21)
- D. Declare - surplus and Award Police Detective Franklin Dean Watson his police shield and service weapon upon his retirement (page 24)
- E. Authorize - Police and Fire Services to apply for a Walmart grant (page 27)

II. Comments from the Public:

III. Public Hearing 6:00pm - Zoning:

- A. Adopt - Ordinance and Approve rezoning request from Chris Furlough to rezone 11.98 acres located off of Thomas Place and Somerset Drive from PUD (Planned Unit Development) to R6S (Residential) Parcel #5686-67-0494 (page 28)

IV. Public Hearing 6:00pm - Other: None

  
**City of**  
**Washington**  
NORTH CAROLINA  
Council Agenda

Tuesday, November 14, 2023 ~ 5:30pm

- V. Scheduled Public Appearances:  
A. Audit presentation – Kelly Gooderham (Martin, Starnes & Associates, CPAs, P.A.)  
(page 45)
- VI. Correspondence and Special Reports:  
A. Memo – PO's > \$50,000 (page 66)  
B. Memo – Budget Transfers - None
- VII. Reports from Boards, Commissions and Committees:  
A. Report – Washington-Warren Airport Authority  
B. Report – Human Relations Council  
C. Report – Washington Electric Advisory Board
- VIII. Appointments: None
- IX. Old Business:  
A. Adopt – Grant Project Ordinance for Simmons Street Drainage Improvements  
(page 67)  
B. Award – Engineering for Simmons Street Drainage Improvements (page 70)
- X. New Business:  
A. Approve – Administrative Support Specialist (Finance) from part-time to full-time  
(page 80)  
B. Approve – request for the 23 lot preliminary subdivision plat on parcel  
# 5677-18-8832 located in the interior of Northgate Subdivision off Ashberne Drive  
(page 82)  
C. Adopt – Budget Ordinance Amendment to provide funds for Storm Ophelia damage  
and recovery (page 96)  
D. Adopt – Ordinance requiring the demolition and removal of the dwelling located at 716  
West 5th Street (GPIN# 5676-61-7132) (page 98)  
E. Consideration – for taking over streets and waste water collection systems at Moss  
Landing Phase I (page 125)  
F. Adopt – Ordinance Determining That it is in the Best Interests of the City  
of Washington to Approve and Authorize the Execution and Delivery of  
the Amended and Restated Full Requirements Power Sales Agreement  
Between the City of Washington and North Carolina Eastern Municipal  
Power Agency (page 127)



City of  
Washington  
NORTH CAROLINA  
Council Agenda

Tuesday, November 14, 2023 ~ 5:30pm

- XI. Any other items from City Manager:
- XII. Any other business from the Mayor or other Members of Council:
- XIII. Closed Session:
- XIV. Adjourn: Until December 11, 2023 at 5:30pm in the City Council Chambers



## REQUEST FOR CITY COUNCIL ACTION

---

**To:** Mayor Sadler & Members of the City Council  
**From:** Jonathan Russell, City Manager  
**Date:** November 8, 2023  
**Subject:** Feasibility analysis for Moss Landing Phase 1 Streets, Wastewater  
**Applicant Presentation:** Collection System, and Stormwater  
**Staff Presentation:** N/A  
Jonathan Russell, City Manager

**RECOMMENDATION:**

It has been requested by the Moss Landing HOA that the city analyze the feasibility of taking ownership of the streets, wastewater collection system, and stormwater system. If this is determined to be feasible then a phased implementation timeline would be established.

**BACKGROUND AND FINDINGS:**

**PREVIOUS LEGISLATIVE ACTION**

**FISCAL IMPACT**

Currently Budgeted (Account \_\_\_\_\_) Requires additional appropriation  No Fiscal Impact

**SUPPORTING DOCUMENTS**

**Mayor**  
Donald R. Sadler

**City Manager**  
Jonathan Russell



**Washington City Council**  
Richard Brooks  
Lou Hodges  
William Pitt  
Mike Renn  
Bobby E. Roberson

---

November 9, 2023

Dear Moss Landing Homeowners Association,

The City of Washington, at the request of the Moss Landing Homeowners Association, will consider taking over the responsibility for maintaining and managing the streets, sidewalks, and wastewater collection system within the Moss Landing subdivision. This consideration comes after discussions with the homeowners association and city staff.

The city attorney will draft a maintenance agreement that will clearly define the expectations of both parties for maintenance moving forward. If approved the transition of responsibilities will be implemented over the coming months, and the City of Washington will work closely with your homeowners association to ensure a smooth and efficient process. This change will not only improve the quality of services provided but will also offer greater convenience and support for all residents of Moss Landing.

We understand that you may have questions or concerns about this transition, and we are committed to addressing them. Our team will be available to provide information and assistance as needed to make this potential transition as seamless as possible.

If you have any questions or would like to discuss this matter further, please do not hesitate to reach out to me at 252-975-9319.

Sincerely,

Jonathan Russell  
City Manager

be collected in the same manner as the lien for special assessments established by Article 12 of Chapter 160D of the North Carolina General Statutes. The usable material of the dwelling and any personal property, fixtures, or appurtenances found in or attached to the dwelling shall be sold and the proceeds shall be credited against the cost of removal or demolition and any balance remaining shall be deposited in superior court where it shall be secured and disbursed in the manner provided by G.S. § 160D-1203(7).

Section 4. This Ordinance shall be recorded in the Office of the Register of Deeds of Beaufort County and shall be indexed in the name of the property owner(s) in the grantor index.

Section 5. This Ordinance shall become effective upon its adoption.

This the 14<sup>th</sup> day of November, 2023.



  
Donald R. Sadler, Mayor

I, Jessica Green, a Notary Public in and for said state and county, do hereby certify that Cynthia S. Bennett personally appeared before me this day and acknowledging that she is the City Clerk of Washington, North Carolina, a municipality, and that by authority duly given and as the act of the municipality, the foregoing instrument was signed in its name by the Mayor, sealed with the corporate seal and attested by herself as its City Clerk.

Witness my hand and notarial seal this 15<sup>th</sup> day of November 2023.

My Commission Expires: July 24, 2027

  
Notary Public



### **CONSIDERATION – FOR TAKING OVER STREETS AND WASTE WATER COLLECTION SYSTEMS AT MOSS LANDING PHASE I**

It has been requested by the Moss Landing HOA that the city analyze the feasibility of taking ownership of the streets, wastewater collection system, and storm water system. If this is determined to be feasible then a phased implementation timeline would be established.

Jonathan Russell explained that this item is not really an action item, but just a consensus request to look further into taking over the streets, storm water collection and wastewater collection at Moss Landing. He explained that there are several moving parts to this including two HOA groups in phase one, one being the condominiums and the seconded being the single-family homes. He explained that one Moss Landing sold the last parcel they turned the property over to the HOA. The HOA is currently working out how to maintain the property and they would like to turn over the streets to the City. Mr. Russell stated that they would enroll those into the Powell Bill Program and the City would receive some funding from the State. He explained that there are some issues they will have to look at with the wastewater and storm water. The wastewater currently operates on a low-pressure system (gravity feed) which is very different from the majority of the City. The City would do a cost benefit analysis and look at the liability that may exist before the City would willing accept the request. Mr. Russell stated that they just need a consensus from the council to look at it further. Mr. Russell explained the feasibility analysis process.

Councilman Roberson stated that developers come in and do not want the City to maintain the streets. He explained that the streets in Moss Landing were constructed below standards for the City of Washington. He stated that he is not going to vote for a liability for the City of Washington for

something that happened ten years ago. He stated that the streets are becoming a maintenance problem and that is why the HOA wants to turn them over to the City. He explained that moving forward an agreement needs to be made with developers mapping out responsibility of the streets within subdivisions after the developer moves on.

Mr. Russell explained that the analysis would take several months and if the City decides to take the streets they would become public.

The City Council gave a consensus to move forward with determining if it is in the best interest of the City.

**ADOPT – ORDINANCE DETERMINING THAT IT IS IN THE BEST INTERESTS OF THE CITY OF WASHINGTON TO APPROVE AND AUTHORIZE THE EXECUTION AND DELIVERY OF THE AMENDED AND RESTATED FULL REQUIREMENTS POWER SALES AGREEMENT BETWEEN THE CITY OF WASHINGTON AND NORTH CAROLINA EASTERN MUNICIPAL POWER AGENCY**

City Manager Jonathan Russell stated this is an ordinance to update our power purchase agreement with Duke Energy. The FRPPA (Full Requirements Power Purchase Agreement) was recently updated; the item in the agenda tonight is to update our FRPSA (Full Requirements Power Sales Agreement) which allows more generation flexibility on our peak shaving. We save about \$1million annually in peak shaving and this amendment will allow us to capture around 20% - 30% more.

By motion of Councilmember Renn, seconded by Mayor Pro tem Brooks, Council adopted an Ordinance Determining That it is in the Best Interests of the City of Washington to Approve and Authorize the Execution and Delivery of the Amended and Restated Full Requirements Power Sales Agreement between the City of Washington and North Carolina Eastern Municipal Power Agency. Councilmember Roberson opposed the motion. Motion carried 4-1.

VOTE: Power Sales agreement	YES	NO
Mayor Pro tem Brooks	x	
Councilmember Hodges	x	
Councilmember Pitt	x	
Councilmember Renn	x	
Councilmember Roberson		x



Council Agenda  
May 13, 2024 ~ 5:30pm

Invocation

Opening of Meeting

Pledge of Allegiance

Roll Call

Approval of minutes from April 8, 16 & 17, 2024 (page 3)

Approval/Amendments to Agenda

- I. Consent Agenda: *(The Consent Agenda is where routine items are approved as a group without Council discussion. If any Council member would like a separate vote or discussion on any Consent Agenda item, the item may be removed from the Consent Agenda and moved to New Business.)*
  - A. Adopt – Resolution Authorizing Mayor to Approve Application for Financial Assistance for a NC Resilient Coastal Communities Program Phase 3 Grant (page 49)
  - B. Adopt – Resolution directing City Clerk to investigate a petition for a non-contiguous annexation required from Meridian Properties Group. LLC – Keysville Road (page 52)
- II. Comments from the Public:
  - \* Each speaker must sign-in on the sign-up sheet on the table at the back of the Council Chambers.
  - \* During the Comments from the Public portion of the agenda, the City Manager will call on individuals signed in to address Council.
  - \* When called to speak, each speaker will identify him/herself by giving his/her **name and address**.
  - \* Each speaker will be limited to speaking one time on any topic. When you are finished speaking please step away from the podium and be seated.
  - \* Each speaker will be limited to **three (3) minutes** and each group's representative will be limited to a **maximum of five (5) total minutes**. Each group is encouraged to designate a single spokesperson for their group.
- III. Public Hearing 6:00pm - Zoning:
  - A. Public Hearing: Adopt – Ordinance amending City Code Sections 40-25, 40-94, 40-119, 40-120, 40-14-, 40-385 and 40-449 regarding Private Event Center (indoor) and Private Event Space (outdoor) (page 60)
- IV. Public Hearing 6:00pm- Other:
  - A. Public Hearing: Approve – Certificate of Convenience and Necessity for Shelia Brown Kingdom of Rod NEMT, LLC (Non-Emergency Transport) (page 65)
  - B. Public Hearing: FY 24-25 Budget (page 69)

  
**City of**  
**Washington**  
NORTH CAROLINA  
Council Agenda

May 13, 2024 ~ 5:30pm

- V. Scheduled Public Appearances:
- A. Sean Sprouse – Donation of limestone planter and request to remove and repurpose tree at 163 W. Main Street (page 70)
- VI. Correspondence and Special Reports:
- A. Memo – PO's > \$50,000 (page 71)
- B. Memo – Budget Transfers (page 72)
- VII. Reports from Boards, Commissions and Committees:
- A. Report – Washington-Warren Airport Authority
- B. Report – Human Relations Council
- C. Report – Washington Electric Advisory Board
- VIII. Appointment: None
- IX. Old Business: None
- X. New Business:
- A. Adopt – Resolution Authorizing the Mayor to Accept Funding from the State Water Infrastructure Authority (SWIA) for the City of Washington Cherry Run Pump Station & 5th St Force Main Replacement, Project No.: SRF-W-0004 (page 100)
- B. Authorize – Manager to Execute Engineering Amendment #1 with Rivers & Associates and approve purchase order to Rivers & Associates for the Pump Station Flood Protection and Sewer Rehab, Project No.: SRP-W-0199 (page 107)
- C. Authorize – City Manager to enter into a Farm Lease with Arnold Farms, Inc. containing 60 acres for the newly acquired property that will become part of the airport industrial park (page 110)
- D. Adopt – Budget Ordinance Amendment to close out the Police Station Capital Project Fund (page 120)
- E. Approve – Polices for ARP/CSLFRF Funds: Records Retention, Eligible Use, Allowable Costs, Civil Rights & Nondiscrimination, Conflict of Interest, and Internal Controls (page 123)
- XI. Any other items from City Manager:
- A. Update: Moss Landing Infrastructure Transfer
- XII. Any other business from the Mayor or other Members of Council:
- XIII. Closed Session:
- XIII. Adjourn: Until June 10, 2024 at 5:30pm in the City Council Chambers

May 13, 2024  
Page 2 of 170

	Department	Account Number	Project Account	Account Name	Amount
FROM:	Planning	010-4910-0400	none	Professional Services	6000.00 ✓
		010-4910-1200		Printing & Publishing	4000.00 ✓
		010-4910-1400		Employee Development	2000.00 ✓
		010-4910-3300		Departmental Supplies	1000.00 ✓
		010-4910-4501		Contract Services/Zoning	450.00
TO:	Miscellaneous	010-4400-5701	None	Miscellaneous	13450.00 ✓

For the purpose of: moving over-budgeted funds for year to miscellaneous

	Department	Account Number	Project Account	Account Name	Amount
FROM:	Communications	010-4123-4806	None	Events	2800.00 ✓
		010-4123-5302		Permits	800.00 ✓
TO:	Miscellaneous	010-4400-5701	None	Miscellaneous	3600.00 ✓

For the purpose of: moving over-budgeted funds for year to miscellaneous

	Department	Account Number	Project Account	Account Name	Amount
FROM:	Fire	010-4340-1200	None	Printing & Publishing	500.00
		010-4340-1400		Employee Development	4500.00
		010-4340-1500		M&R Buildings	20000.00
		010-4340-1600		M&R Equipment	2500.00
		010-4340-1602		M&R Radios	3000.00
		010-4340-2600		Employee Advertising	300.00
		010-4340-3602		Safety Equipment	5000.00 ✓
		010-4340-5300		Dues & Subscriptions	250.00
		010-4340-5600		Materials	5000.00 ✓
		010-4340-5601		Materials Public Ed	3000.00 ✓
		010-4340-9800		Volunteer Expense	6850.00 ✓
		TO:	Miscellaneous	010-4400-5701	none

For the purpose of: moving over-budgeted funds for year to miscellaneous

**REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES:**

**REPORT – WASHINGTON-WARREN AIRPORT AUTHORITY**

The City Manager stated we are moving forward with the \$13million the Washington-Warren Airport received from the State Legislature and working to close out the fiscal year.

**REPORT – HUMAN RELATIONS COUNCIL**

Mayor Pro tem Tyre noted the Human Relations Council members are continuing to work on the upcoming Juneteenth event.

**REPORT – WASHINGTON ELECTRIC ADVISORY BOARD - NONE**

**APPOINTMENTS: NONE**

**OLD BUSINESS: NONE**

**ANY OTHER ITEMS FROM CITY MANAGER:**

**UPDATE: MOSS LANDING INFRASTRUCTURE TRANSFER**

The City Manager stated we are looking at the condition of the roads. We are also analyzing the existing sewer and wastewater collection systems as well as their contribution to the tax base and any possible liabilities. We have been in contact with their Homeowner's Association and the residents understand staff members are continuing to review this item.

Recess

**PUBLIC HEARING: FY 24-25 BUDGET**

Mayor Sadler opened the public hearing and asked the public to have a representative for each group. The City Manager stated it is crucial to maintain fiscal responsibility as well as sustain quality

MANUAL OF  
STANDARD DESIGNS  
AND  
DETAILS



SUBDIVISION  
ORDINANCE

WASHINGTON,  
NORTH CAROLINA



PAVING SCHEDULE INDEX

- (A) 1" BITUMINOUS CONCRETE SURFACE COURSE, TYPE I-2
- (B) 2" BITUMINOUS CONCRETE SURFACE COURSE, TYPE I-2
- (C) 3½" BITUMINOUS CONCRETE BASE COURSE, TYPE HB
- (D) 1" BITUMINOUS CONCRETE SURFACE COURSE, TYPE F-1
- (E) 1½" BITUMINOUS CONCRETE BASE COURSE, TYPE F-1
- (F) 2" BITUMINOUS CONCRETE BASE COURSE, TYPE F-1
- (G) 2" BITUMINOUS CONCRETE BINDER, TYPE H
- (H) 6" SAND CLAY BASE COURSE
- (I) 4" COARSE AGGREGATE BASE COURSE
- (J) 5" COARSE AGGREGATE BASE COURSE
- (K) 6" COARSE AGGREGATE BASE COURSE
- (L) 24" CONCRETE CURB AND GUTTER
- (M) 30" CONCRETE CURB AND GUTTER

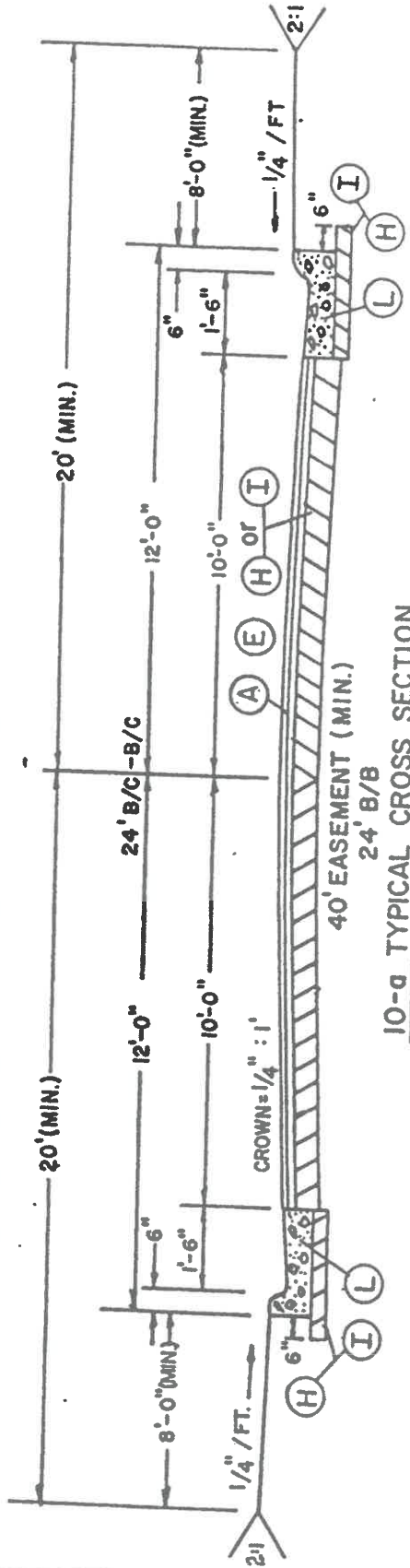
**REVISIONS**

NO.	DATE	DESCRIPTION

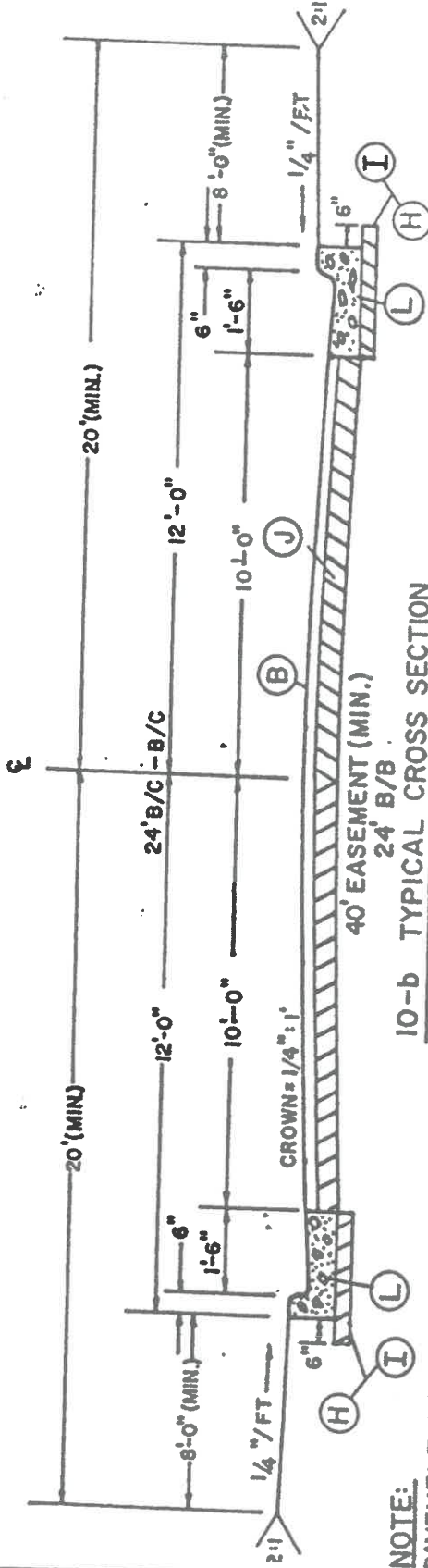
DATE APPROVED: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

PAVING INDEX SCHEDULE

STD. NO.	REV.



10-a TYPICAL CROSS SECTION  
"PRIVATE STREETS"



10-b TYPICAL CROSS SECTION  
"PRIVATE STREETS"

NOTE:  
PAVEMENT DESIGN TO BE  
ACCORDING TO PROCEDURE  
DESCRIBED IN STD. NO. 40.01

REVISIONS

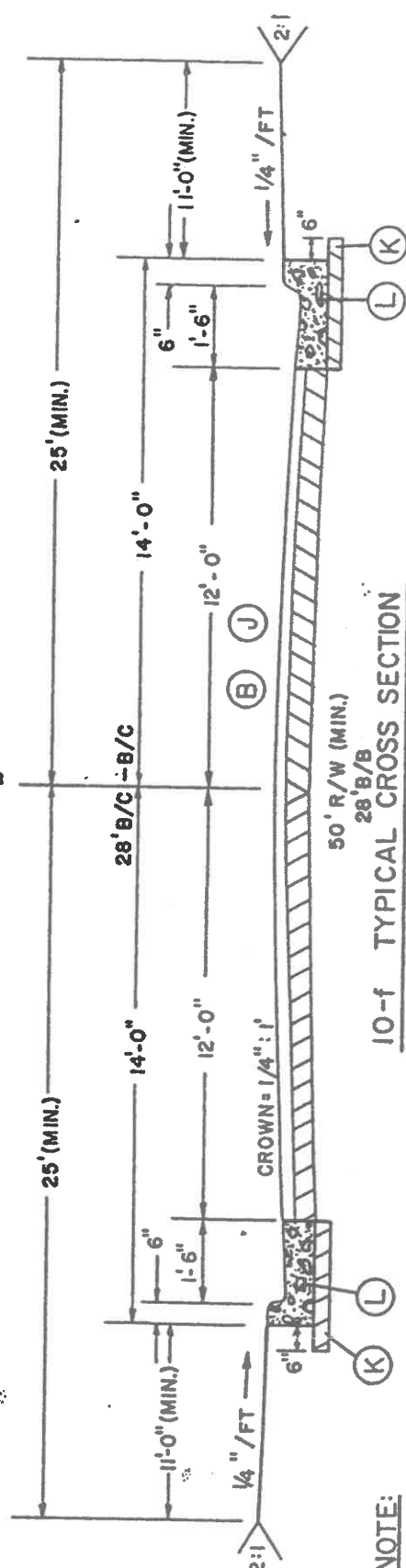
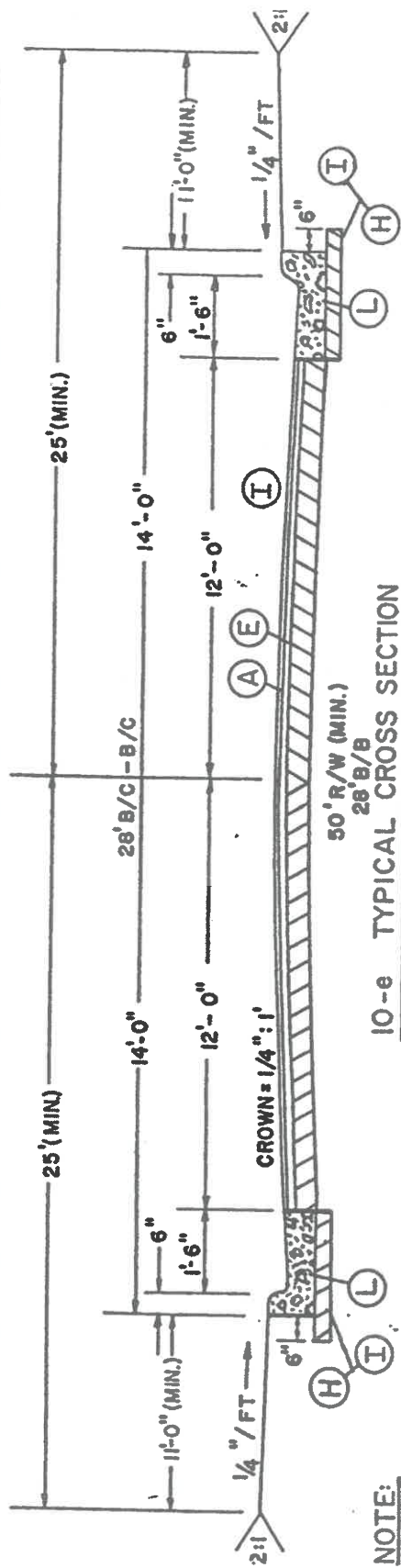
NO.	DATE	DESCRIPTION

DATE APPROVED: \_\_\_\_\_

TYPICAL SECTION ( RESIDENTIAL STREETS )  
CITY OF WASHINGTON, N.C.

STD. NO.	REV.

STD. NO.	REV.



**REVISIONS**

NO.	DATE	DESCRIPTION

DATE APPROVED: \_\_\_\_\_

TYPICAL SECTION ( RESIDENTIAL STREETS )  
CITY OF WASHINGTON NC



**REQUEST FOR CITY COUNCIL ACTION**

---

**To:** Mayor Sadler & Members of the City Council  
**From:** Adam Waters, Public Works Director  
**Date:** 12/13/2021  
**Subject:** Street Acceptance Request  
**Applicant Presentation:** Chris Furlough  
**Staff Presentation:** Adam Waters

**RECOMMENDATION:**

I move the City Council approve the request to accept the streets Somerset Drive, Stratton Place and Albemarle Drive as City Streets.

-OR-

I move the City Council deny the request to accept the streets Somerset Drive, Stratton Place and Albemarle Drive as City Streets.

**BACKGROUND AND FINDINGS:**

Somerset was constructed to serve a multi-lot residential subdivision located off Market Street, adjacent to the Smallwood subdivision. The subdivision plat was submitted in 2005 with 21 single-family home lots and 32 townhomes. The developer at that time requested voluntary annexation. As originally submitted, the subdivisions streets were private. The current residents have petitioned the City accept the streets as public City Streets.

**PREVIOUS LEGISLATIVE ACTION**

**FISCAL IMPACT**

Currently Budgeted (Account \_\_\_\_\_)  Requires additional appropriation  
 No Fiscal Impact

**SUPPORTING DOCUMENTS**

Letter and petition from residents. Letter from Public Works Department, Map of streets.

---

City Manager Review: \_\_\_\_\_ Date \_\_\_\_\_ Concur \_\_\_\_\_ Recommend Denial \_\_\_\_\_ No Recommendation

*Somerset*  
PO Box 818  
Washington, NC 27889

October 27, 2021

Washington City Council  
PO Box 1988  
Washington, NC 27889

Dear Council,

We, the property owners in Somerset, request that the streets in Somerset be taken over by the City of Washington as a transportation asset. Our streets are Somerset Drive, Albemarle Drive, and Stratton Place. The original asphalt and subbase of our streets are in accordance with City and DCDOT requirements.

The Somerset Homeowners Association will continue to mow street shoulders and to maintain swales, backslopes and drainage bordering the streets in Somerset.

If additional information is needed, please contact Chris Furlough, 252-943-5594.

Thank you in advance for your positive response to our request.

Sincerely,  
  
Property Owners of Somerset

Property Owners of Somerset, Washington NC

Furlough, Chris	Somerset LLC, P. O. Box 818, Washington NC	<u>Chris Furlough</u>
Alligood, Gilbert & Geraldine	117 Albemarle Dr, Washington NC	<u>Gilbert &amp; Geraldine Alligood</u>
Chauncey, Aline	404 Stratton PL, Washington NC	<u>Aline &amp; Chauncey</u>
Fisher, Carolyn	504 Somerset Dr, Washington NC	<u>Carolyn Fisher</u>
Harding, Martha & Edward	108 Albemarle Dr, Washington NC	<u>Martha &amp; Edward Harding</u>
Hill, Ann	108 Stratton PL, Washington NC	<u>Ann Hill</u>
Hodges, <del>James</del> Jimmy T.	506 Somerset Dr, Washington NC	<u>Jimmy T. Hodges</u>
Kuhn, Shirley	404 Stratton PL, Washington NC	<u>Shirley Kuhn</u>
Land, Judy	104 Stratton PL, Washington NC	<u>Judy Land</u>
Lane, Vickie & Roy	406 Stratton PL, Washington NC	<u>Vickie Lane</u>
Marshall, Samuel & Teresa	100 Stratton PL, Washington NC	<u>Teresa Marshall</u>
Monette, Gerald	402 Stratton PL, Washington NC	<u>Gerald Monette</u>
Spangier, Earl & Fawn	502 Somerset Dr, Washington NC	<u>Earl Spangier</u>
Van Dyne, Dorothy	106 Stratton PL, Washington NC	<u>Dorothy Van Dyne</u>
Warren, Estate of Eleanor	552 Bridge St, East Bridgewater, MA 02333 (104 Albemarle Dr)	<u>Both recently deceased 09/21/20</u>
Weitz, David & Kathy	104 Stratton PL, Washington NC	<u>Kathy Weitz</u>
Wicks, Kelly & William	110 Albemarle Dr, Washington NC	<u>Wicks, Dale</u>
Younts, Braxton & Dale	106 Albemarle Dr, Washington NC	<u>Braxton &amp; Dale Younts</u>

Public Works Director  
Adam Waters

awaters@washingtonnc.gov  
(252)-973-9332



**PUBLIC WORKS DEPARTMENT**

---

November 1, 2021

Dear Jonathan:

As you are aware, Mr. Chris Furlough has requested the City of Washington take over the streets in the Somerset subdivision. This request encompasses approximately 3,200 linear feet of roadway and approximately 1,200 linear feet of concrete sidewalk. Staff requested Mr. Furlough perform cores on the asphalt to verify the asphalt thickness as well as the road base thickness. These cores were performed on October 12, 2021, and confirmed the base and asphalt meet or exceed the City's standards as published in the Manual of Standard Designs and Details.

The current condition of the existing asphalt is deemed to be in good to fair condition with light alligator cracking and moderate traverse cracking. The streets within this subdivision were paved in, or around 2008. With an expected lifespan of about 20-25 years, these streets would need to be resurfaced sometime between the years 2028 to 2032. The estimated cost for this in todays is dollars would be \$97,000

The concrete sidewalks within this subdivision appear to be in excellent to good condition, with no visible structural issues noted. Existing sidewalk ramps are however not compliant with the existing Title II of the ADA Standard.

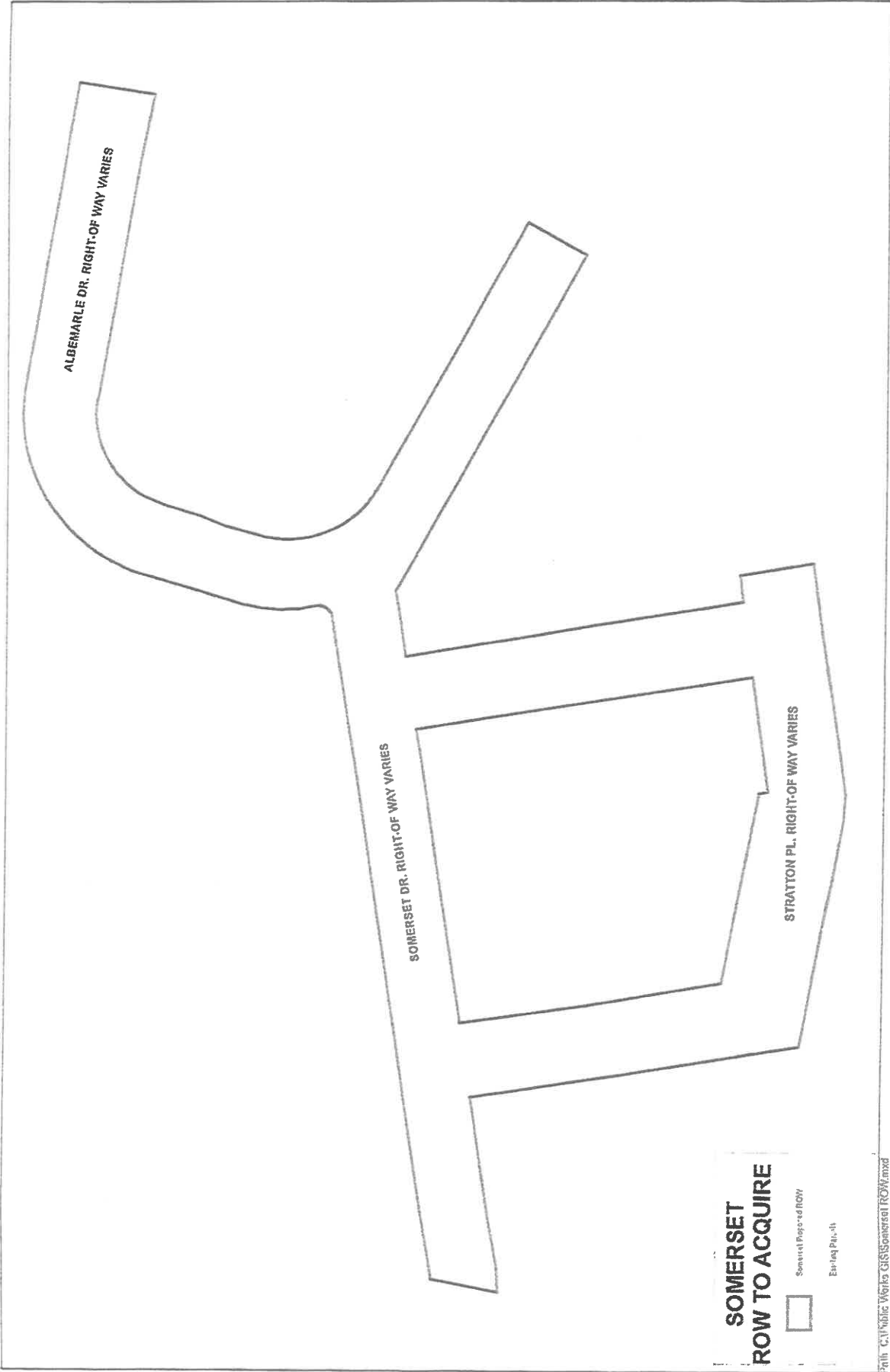
Should Council decide to accept Albemarle Drive, Somerset Drive, Stratton Place and accompanying sidewalks, Right-of-Ways for these assets (maps included) would need to be acquired from the Home-Owners Association and the developer to assure the City has adequate access to maintain these assets.

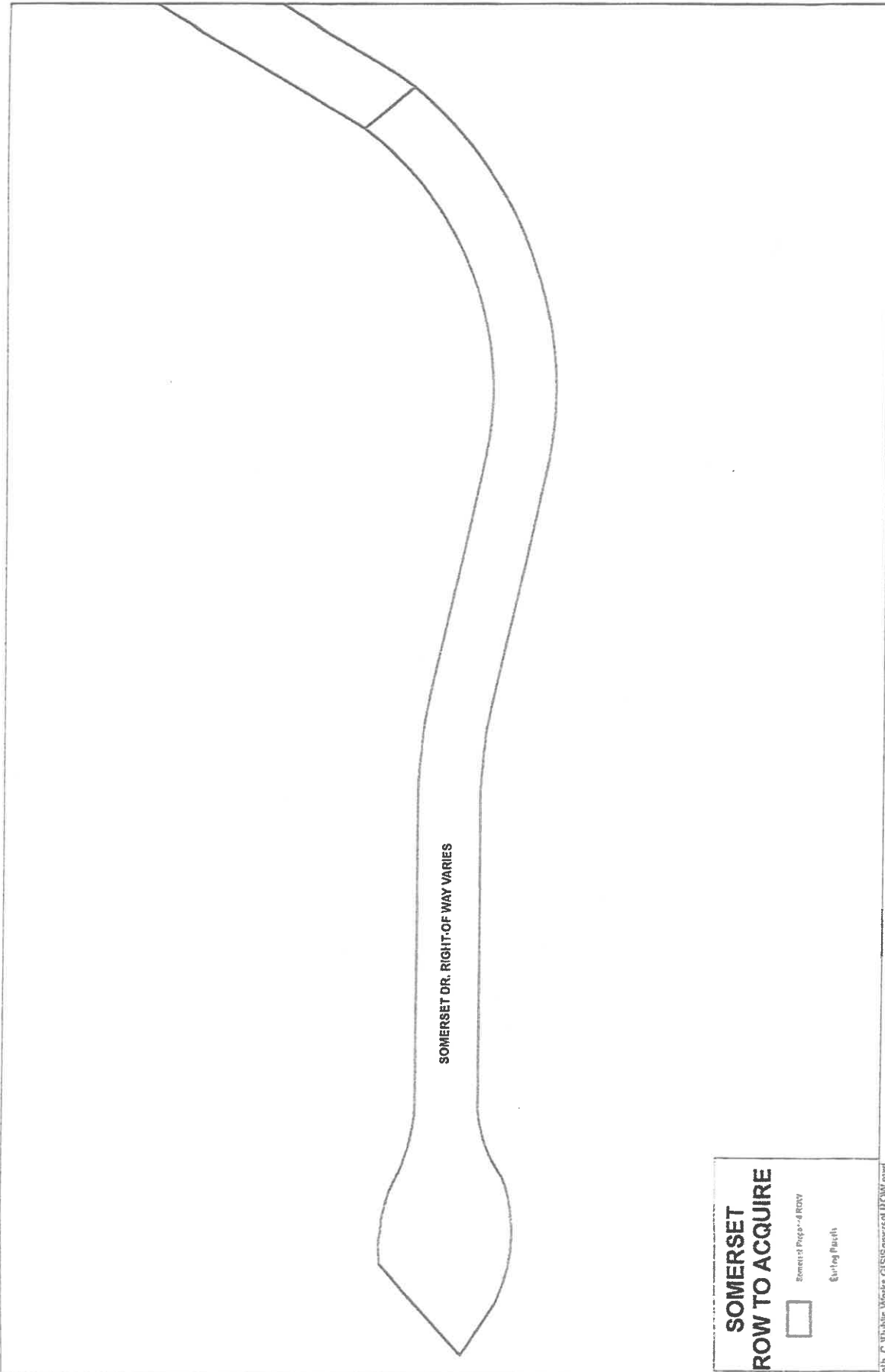
Acceptance of these streets will decrease the Stormwater utility revenue by approximately \$288 per month, as the HOA is currently charged for the impervious area through the Stormwater utility program.

If you have any further questions or need more detailed information concerning this matter, please let me know.

Sincerely,

Adam Waters  
Public Works Director





SOMERSET DR. RIGHT-OF-WAY VARIES

**SOMERSET  
ROW TO ACQUIRE**

Somerset Proprietary

Existing Right

Path: C:\Public Works GIS\Somerset\RCW.mxd

**CERTIFIED EXTRACT FROM THE MINUTES OF A WASHINGTON CITY COUNCIL  
MEETING HELD ON MONDAY, DECEMBER 13, 2021**

\*\*\*\*\*

**APPROVE - REQUEST TO ACCEPT SOMERSET DRIVE, STRATTON PLACE  
AND ALBEMARLE DRIVE AS CITY STREETS**

*BACKGROUND AND FINDINGS: Somerset was constructed to serve a multi-lot residential subdivision located off Market Street, adjacent to the Smallwood subdivision. The subdivision plat was submitted in 2005 with 21 single family home lots and 32 townhomes. The developer at that time requested voluntary annexation. As originally submitted, the subdivisions streets were private. The current residents have petitioned the City accept the streets as public City Streets.*

*Somerset*  
PO Box 813  
Washington, NC 27889

October 27, 2021

Washington City Council  
PO Box 1988  
Washington, NC 27889

Dear Council,

We, the property owners in Somerset, request that the streets in Somerset be taken over by the City of Washington as a transportation asset. Our streets are Somerset Drive, Albemarle Drive, and Stratton Place. The original asphalt and subbase of our streets are in accordance with City and DCDOOT requirements.


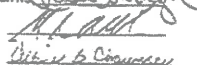
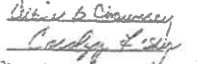
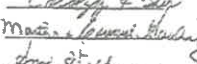
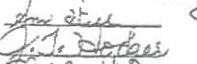
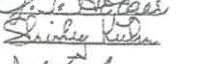
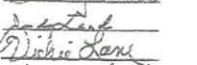
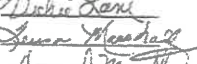
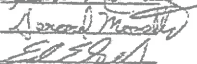
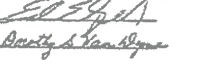
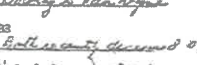
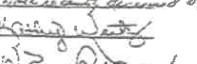
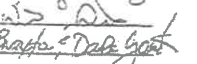





The Somerset Homeowners Association will continue to mow street shoulders and to maintain swales, backslopes and drainage bordering the streets in Somerset.

If additional information is needed, please contact Chris Furlough, 252-943-5594.

Thank you in advance for your positive response to our request.

  
Property Owners of Somerset

Property Owners of Somerset, Washington NC

- |                              |   |  |
|------------------------------|---|--|
| Furlough, Chris              | Somerset LLC, P. O. Box 813, Washington NC                      |  |
| Allgood, Gilbert & Geraldine | 117 Albemarle Dr, Washington NC                                 |  |
| Chauncey, Alline             | 400 Stratton Pl, Washington NC                                  |  |
| Fisher, Carolyn              | 504 Somerset Dr, Washington NC                                  |  |
| Harding, Martha & Edward     | 308 Albemarle Dr, Washington NC                                 |  |
| Hill, Ann                    | 108 Stratton Pl, Washington NC                                  |  |
| Hodges, Anne/Jeremy T.       | 505 Somerset Dr, Washington NC                                  |  |
| Kahn, Shirley                | 404 Stratton Pl, Washington NC                                  |  |
| Used, Judy                   | 104 Stratton Pl, Washington NC                                  |  |
| Lane, Vickie & Roy           | 405 Stratton Pl, Washington NC                                  |  |
| Marshall, Samuel & Teresa    | 300 Stratton Pl, Washington NC                                  |  |
| Monette, Gerald              | 402 Stratton Pl, Washington NC                                  |  |
| Spangler, Earl & Fawn        | 502 Somerset Dr, Washington NC                                  |  |
| Van Dyne, Dorothy            | 106 Stratton Pl, Washington NC                                  |  |
| Warren, Estate of Eleanor    | 552 Bridge St, East Bridgewater, MA 02233<br>(104 Albemarle Dr) |  |
| Waltz, David & Kathy         | 104 Stratton Pl, Washington NC                                  |  |
| Wicks, Kelly & William       | 130 Albemarle Dr, Washington NC                                 |  |
| Youns, Braxton & Dale        | 106 Albemarle Dr, Washington NC                                 |  |

Councilmember Roberson asked for and received clarification on the request. The City Attorney noted if Council chooses to approve they could acknowledge the City would accept the streets per the letter from Chris Furlough. Mayor Sadler asked about the sidewalks and ADA compliance. Mr. Waters said there are two ramps that are not ADA compliant, but the developer stated he would correct those, this will be part of the motion. Adam Waters stated we would only take responsibility of what is in the right-of-way as stated in the letter from Chris Furlough.

Lou Hodges will abstain from voting due to being employed by the developer.

By motion of Councilmember Roberson, seconded by Mayor Pro tem Brooks, Council approved the request for the city to accept the streets Somerset Drive, Stratton Place and Albemarle Drive as City Streets consistent with the letter from the property owners of Somerset dated 10-27-2021 with the understanding that among other things the city will have no obligation with regard to street shoulders, maintaining swales, backflows and drainage, and with further understanding that the property owners of Somerset will be responsible for pouring any required ramps in conjunction with sidewalks consistent with ADA compliance.

VOTE: accept streets	YES	NO
Mayor Pro tem Brooks	x	
Councilmember Roberson	x	
Councilmember Hodges	-	-
Councilmember Pitt	x	
Councilmember Renn	x	

\*\*\*\*\*

I, Cynthia S. Bennett, City Clerk of the City of Washington, do hereby certify that this extract is an exact copy of the minutes of a regular meeting of the Washington City Council held on Monday, December 13, 2021. Witness my hand and seal, this the 1<sup>st</sup> day of July, 2022.



*Cynthia S. Bennett*  
 Cynthia S. Bennett, MMC  
 City Clerk

**Adam Waters**

---

**From:** Adam Waters  
**Sent:** Friday, May 28, 2021 3:13 PM  
**To:** Jonathan Russell  
**Cc:** Dawn Maye  
**Subject:** Somerset Roads

Jonathan,

I have looked into the request by Mr. Chris Furlough for the City to take over the roads in the Somerset subdivision and offer the following observations;

1. The street widths that were proposed did not meet the City's subdivision minimum requirements of 11' travel lanes. It does appear some of the streets that were proposed with 9 foot travel lanes were widened, however, some of the streets still were installed with 9 foot travel lanes.
2. The proposed curbing for the subdivision was a rolled valley curb. While the City does allow valley curbing, the rolled type curbing is not acceptable. Upon inspection of the curbing that was installed, staff found that there were multiple types of curbing used throughout the subdivision. None of the types used are allowed by the City.
3. Upon visual inspection of the condition of the asphalt, it was noted there is significant alligator cracking of the asphalt, as well as areas where settling of the asphalt has occurred. This could be an indication of the sub-base under the asphalt is inadequate. This can only be verified by core sampling the asphalt and sub-base for a more in-depth analysis.
4. Drainage off the road ways also seems to be an issue looking at images from Google earth. This will be verified with the next significant rain event.

At this time, I would not recommend the City accept maintenance responsibilities of the streets in the Somerset subdivision.

Adam Waters  
Public Works Director

- Signs

- Core 3 locations

## Adam Waters

---

**From:** Adam Waters  
**Sent:** Wednesday, September 16, 2020 10:22 AM  
**To:** Jonathan Russell  
**Subject:** Google Earth Image "Somerset"  
**Attachments:** GoogleEarth\_Image.jpg

Jonathan,

Looking at Somerset on google earth, I do not believe these streets were built to City standards. There also appears to be some drainage issues in there that we will be inheriting if we accept the streets. I will go out there today and look at it, but based on what I see currently, I would not recommend taking them over. It would ultimately be Councils decision but I would not recommend it right now. I will let you know what I see on the ground.

Adam Waters  
City of Washington  
Public Works Director  
252-975-9332  
awaters@washingtongov.com

Google Earth streams the world over wired and wireless networks enabling users to virtually go anywhere on the planet and see places in photographic detail. This is not like any map you have ever seen. This is a 3D model of the real world, based on real satellite images combined with maps, guides to restaurants, hotels, entertainment, businesses and more. You can zoom from space to street level instantly and then pan or jump from place to place, city to city, even country to country.

Get Google Earth. Put the world in perspective.

(<http://earth.google.com>)



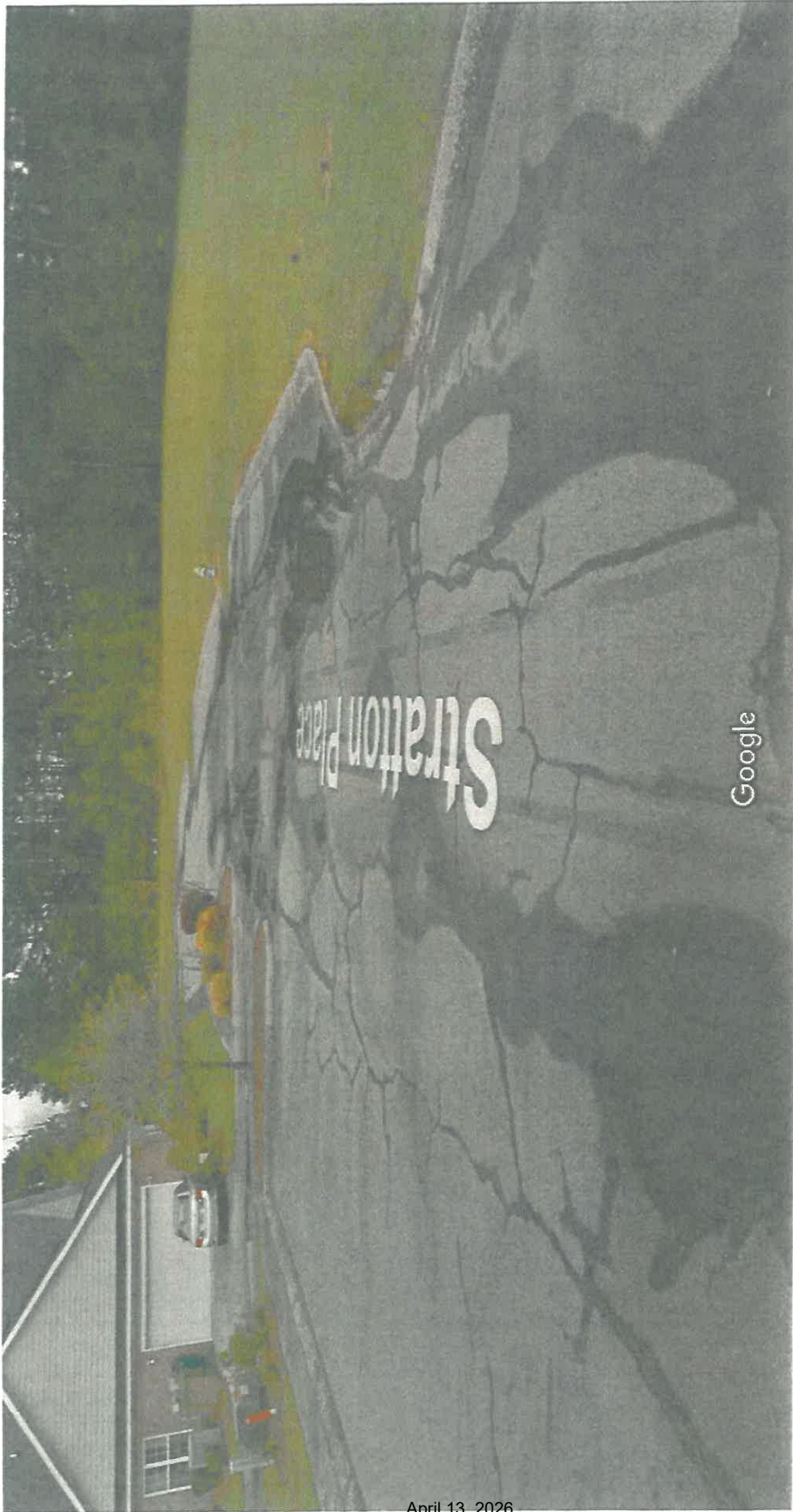
Somerset Drive

Goog

35°53'40.84" N 77°01'53.37" W elev. 34



Google Maps 108 Stratton Place



April 13, 2026  
Page 126 of 153

Image capture: Apr 2019 © 2021 Google

Washington, North Carolina



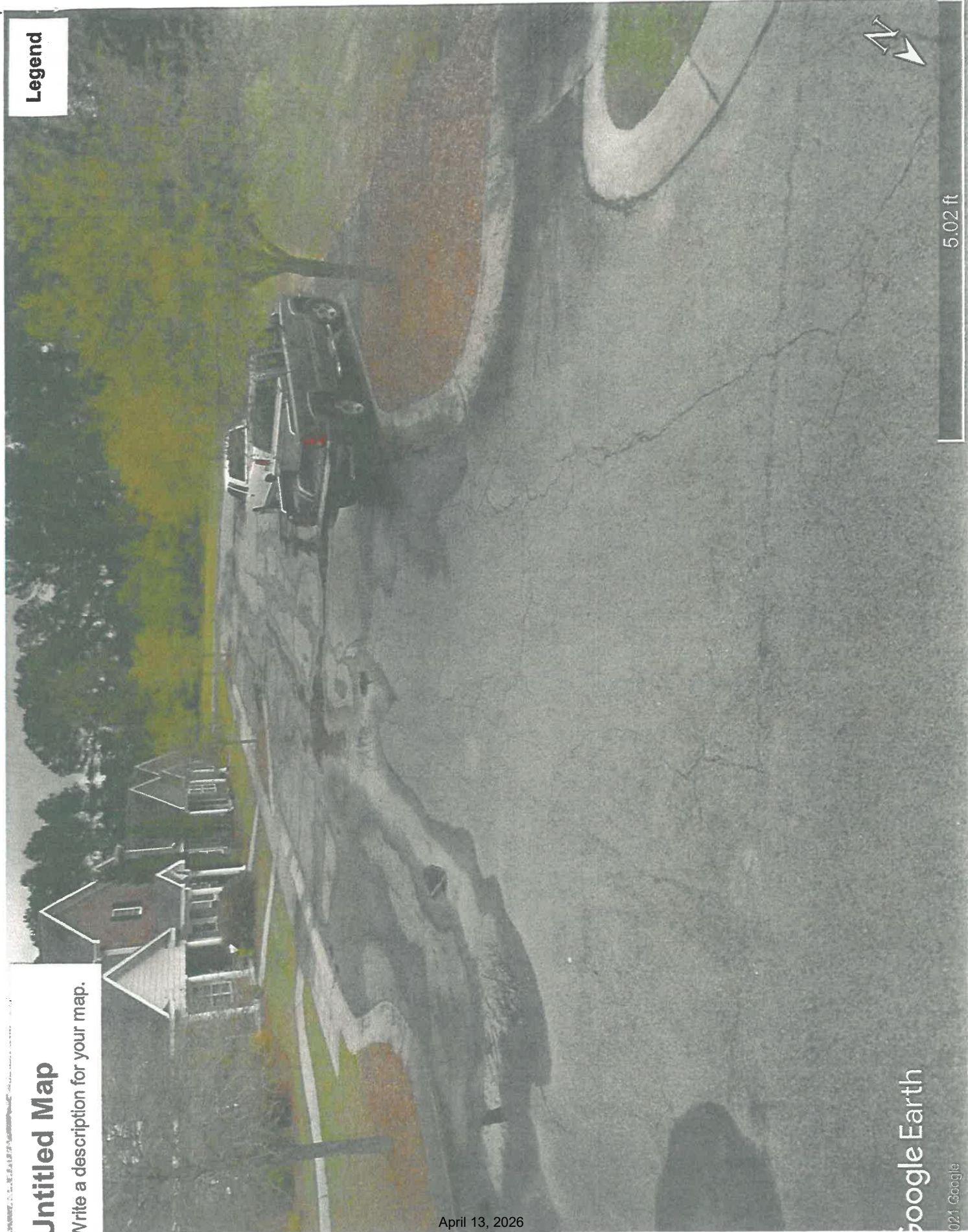
Street View - Apr 2019



Legend

# Untitled Map

Write a description for your map.



Google Earth

©2021 Google



## REQUEST FOR CITY COUNCIL ACTION

---

To: Mayor Brabo and Members of City Council  
From: Tammy Swindell, Administrative Services Director  
Date: April 13, 2026  
Subject: Adopt Updated Fund Balance Policy

**RECOMMENDATION:**

I move that City Council adopt and approve the updated Fund Balance Policy.

**BACKGROUND AND FINDINGS:**

The Local Government Commission (LGC) has updated its recommendations and expectations regarding General Fund fund balance levels. Each year at fiscal year-end, the LGC reviews both the amount of fund balance available and the trend of fund balance available as a percentage of expenditures and transfers out.

The LGC currently expects units our size to maintain at least 25% of expenditures in available fund balance and will request a formal response if it falls below this threshold. In addition, the LGC compares each unit to its peer group. Our peer municipalities average 49%, while the City of Washington is currently at 50.25% as of June 30, 2025.

Fund balance and the associated percentage are calculated annually as part of the year-end audit and do not fluctuate throughout the fiscal year.

The City's current Fund Balance Policy, adopted November 9, 2009, requires a minimum of two months of expenditures plus \$2 million. Because fixed dollar amounts lose relevance over time and do not adjust with expenditure growth, shifting to a percentage-based policy aligns more closely with LGC guidance and industry best practices.

To ensure the City remains above the LGC's minimum expectation and maintains strong financial stability, I recommend adopting a minimum fund balance target of 35% of expenditures and transfers out. Based on FY 2025 audited figures, this would increase the City's minimum required fund balance from \$5,052,060 to \$6,409,326.

**FISCAL IMPACT**

Currently Budgeted (Account \_\_\_\_\_)  Requires additional appropriation  No Fiscal Impact

**SUPPORTING DOCUMENTS**

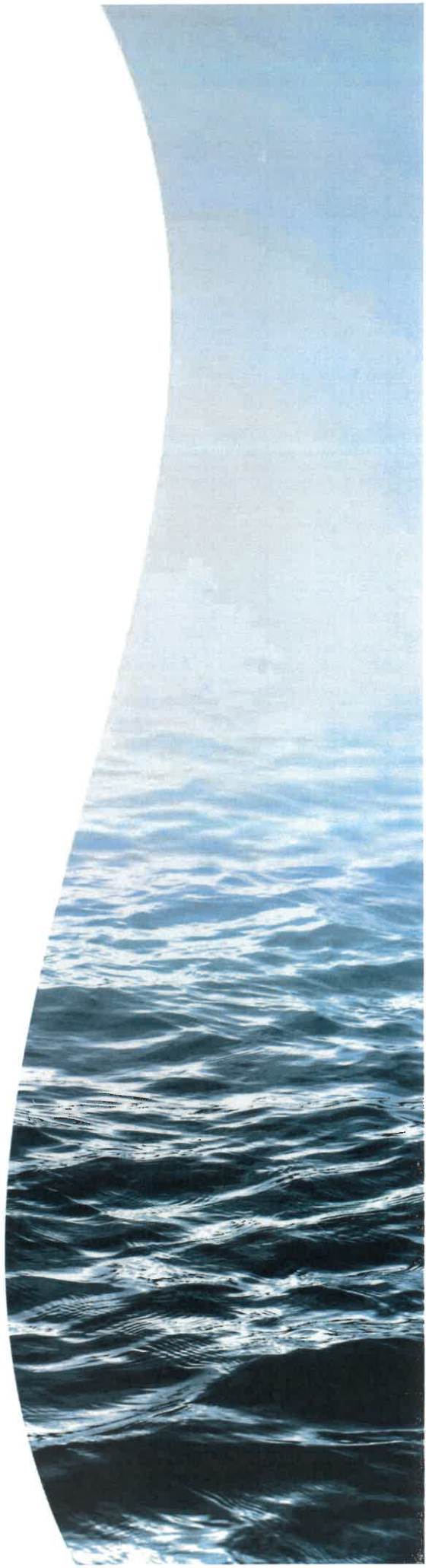
Recommended Updated Fund Balance Policy



# City of Washington North Carolina

## FUND BALANCE POLICY

(Adopted )



*This page intentionally left blank.*

**SECTION 1. TABLE OF CONTENTS**

**SECTION 2. GENERAL** \_\_\_\_\_ **3**  
    2.01 PURPOSE \_\_\_\_\_ **3**  
    2.02 DEFINITIONS \_\_\_\_\_ **3**  
**SECTION 3. OBJECTIVES** \_\_\_\_\_ **5**  
**SECTION 4. GUIDELINES** \_\_\_\_\_ **6**  
**SECTION 5. EXPENDITURE OF FUNDS** \_\_\_\_\_ **7**



## SECTION 2. GENERAL

### 2.01 PURPOSE

The City of Washington hereby establishes an Available Fund Balance Policy for the purpose of improving and maintaining fiscal responsibility as required under the Local Government Budget and Fiscal Control Act, NC General Statute Chapter 150. This policy defines the level of Available Fund Balance and establishes guidelines for preserving an adequate fund balance in the City of Washington's General Fund in order to sustain financial stability and to provide prudent management of the City's financial reserves.

### 2.02 DEFINITIONS

**Fund Balance:** the difference between a fund's assets and liabilities.

**Fund Balance Available:** Fund balance available for appropriation represents the maximum amount that is legally available for appropriation in the next year per NCGS 159-8(a). This amount includes funds that are restricted in nature and funds that the unit has already committed to spend in subsequent years for various purposes.

**Types of Fund Balance:** An accounting distinction is made between the portions of governmental fund balance that is spendable and non-spendable. Governmental Accounting Standards Board (GASB) Statement 54 classifies fund balance based on relative strength of the constraints that control the purposes for which designated amounts may be spent.

**Non-spendable:** Amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Examples include inventory and prepaid items.

**Restricted:** Amounts that can be spent only for the specific purposes stipulated by external resource providers, whether constitutionally or through enabling legislation. Examples include grants, debt proceeds and restricted by state statute.

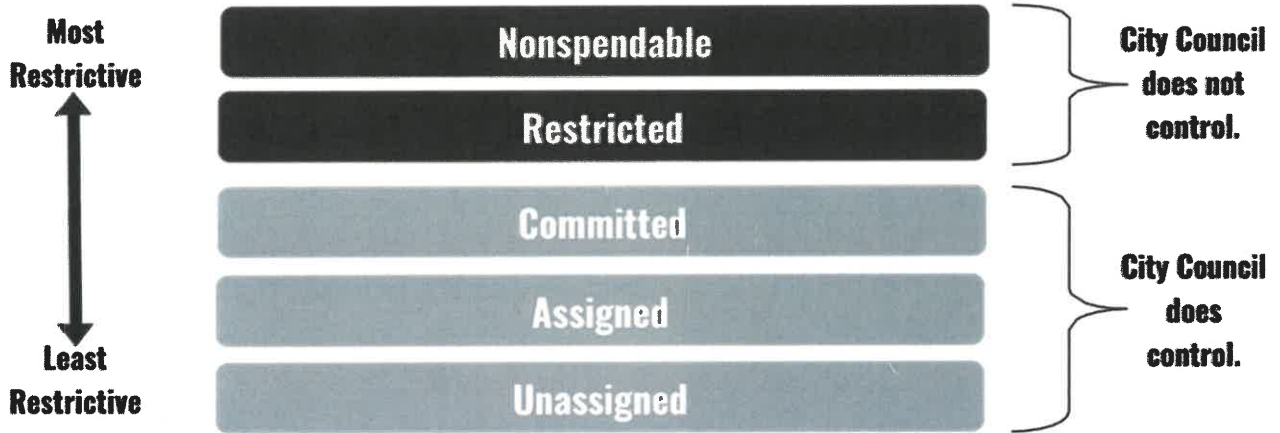
**Committed:** Amounts that can be used only for specific purposes determined by a formal action of the City's highest level of decision-making authority (including local ordinances), which is the City Council. Commitments may be changed or lifted only by the City Council taking the same formal action that originally imposed the commitment.

**Assigned:** Amounts intended to be used by the City for specific purposes. Intent may be expressed by the City Council by the approval of a budget appropriation. In governmental funds other than the general fund, assigned fund balance represents the amount that is not

SECTION 2. GENERAL

restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund. An example includes funds assigned by the City Council for specific capital projects.

**Unassigned:** The residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned fund balance is the amount that is available for appropriation for public purposes.



**Available Fund Balance:** The legal definition is defined in the Local Government Budget and Fiscal Control Act section 159-8(a), and states “appropriated fund balance in any fund shall not exceed the sum of cash and investments minus the sum of liabilities, encumbrances, and deferred revenues arising from cash receipts, as those figures stand at the close of the fiscal year next preceding the budget year.

**General Fund Expenditures Calculation for Unassigned Fund Balance:**

$$\text{General Fund Expenditures} = \text{Total Expenditures} + \text{Transfers Out} - \text{Capital Leases Issued} - \text{Installment Contracts Issued}$$

SECTION 3. OBJECTIVES

3.01 OBJECTIVES

- (1) The City recognizes that it is essential to maintain adequate unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances.
- (2) The fund balance also provides cash flow liquidity for the City’s operations in times of fiscal stress, eliminates the need for short term borrowing, and increases the potential for investment income.

- 
- (3) Ample fund balance enhances short term and long-term financial credit by helping to achieve the highest credit and bond ratings possible to provide the City with the ability to borrow at the lowest possible rates.
  - (4) A fund balance policy promotes long-term financial stability by establishing clear and consistent guidelines.
  - (5) Adequate unassigned fund balance will provide funding flexibility during unanticipated emergencies and natural disasters.

## SECTION 4. GUIDELINES

### 4.01 GUIDELINES

- I. The City commits to maintain reserves required by law, ordinance, and/or bond covenants.
- II. North Carolina Local Government Commission, which is charged with the oversight of the fiscal health of North Carolina cities and counties, recommends that local governments develop a fund balance policy to maintain **fund balance available** that is consistent with their peers that provide similar services. Higher levels may be set based on the current operating needs of the City and the individual fund and future funding needs.
- III. The State and the Local Government Finance Division and the Local Government Commission of the North Carolina Department of State Treasurer publishes a memo annually regarding the management of cash and taxes and fund balance available for municipalities for fiscal year end date. The division compares fund balance available and the trend of percentage of fund balance available and will advise units if fund balance available is materially below the average of similar units or the trend is for fund balance available to decline. The City will review the memo annually to ensure adequate **fund balance available** as compared to the City's peer group range. The City will, as part of the comprehensive annual financial report, monitor the trend of change in available fund balance to ensure there is not a trend of material decline.
- IV. The City Council hereby establishes a goal for **unassigned fund balance** for the general fund of thirty-five percent (35%) of budgeted expenditures. (*Note: budgeted expenditures include Other Financing Uses for this calculation*)
- V. All expenditures made using appropriation(s) from fund balance will require Council approval unless previously authorized by the Council for expenditure within the City's annual budget.
- VI. Should the fund balance fall below the goal level, the City Manager in coordination with the Finance Director shall implement a plan to restore fund balance to the goal level within thirty-six (36) months from the date of appropriation. The restoration plan shall be included in the annual budget until the goal level is reached.
- VII. Should the fund balance fall below goal levels resulting from a declared fiscal emergency, declared disaster emergency or to protect long-term fiscal security, and the restoration of fund balance cannot be completed within thirty-six (36) months without severe hardship to the City, the Council will establish an alternative restoration plan.

- VIII. The Finance Director is authorized by Council to credit all revenue in excess of expenditures realized at the end of any fiscal year for the general fund that is not nonspendable, restricted, assigned, or committed to the unassigned fund balance.

## SECTION 5. EXPENDITURE OF FUNDS

### 5.01 EXPENDITURE OF FUNDS

- I. Unassigned fund balance above the City's goal should be considered, through the annual budget process, as a funding source for capital needs funded with pay-as-you-go capital. Appropriations outside the annual budget will generally be limited to:
- (1) Expenditures to support or facilitate projects that generate new revenues or cost savings in excess of the investments within established periods.
  - (2) Interim partial year funding for new programs that are needed before the next fiscal year.
  - (3) Cost related to unanticipated workload in the current fiscal year that cannot be addressed with budgeted resources.
  - (4) Prudent supplemental funding for existing capital projects that require additional resources before the next fiscal year to fund unanticipated costs, avoid excessive delays, or improve service levels.
- II. If multiple categories of fund balance are available for expenditure, the City will start with the most restricted category and spend those funds first before moving down to the next category with available funds.
- III. Appropriation of unassigned fund balance exceeding the minimum funding levels may only be used at the discretion of the Council in dire financial circumstances to:
- Provide resources to offset unforeseen revenue shortfalls in combination with expenditure reductions.
  - Fund emergency expenditures in a disaster.
  - One-time expenditures that are for the long-term financial benefit of the city.  
(i.e., refinancing at lower interest rates, capital outlay for items that appreciate in value)



**REQUEST FOR CITY COUNCIL ACTION**

---

**To:** Mayor Brabo & Members of the City Council  
**From:** Bobby E. Roberson, Interim City Manager  
**Date:** April 13, 2026  
**Subject:** Adopt Resolution Authorizing Advertisement of Offer to Purchase Certain Surplus Real Property  
**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

**RECOMMENDATION:**

I move that City Council adopt the Resolution authorizing the advertisement of an offer to purchase certain surplus real property generally located around 1054 East Main Street, enclosed in a fenced area for the sum of \$3,900.

**BACKGROUND AND FINDINGS:**

The attached resolution begins the process for accepting Ray Johnson’s offer of \$3,900 to purchase the property owned by the City located along a fence line located around 1054 East Main Street enclosed in a fenced area.

**PREVIOUS LEGISLATIVE ACTION**

**FISCAL IMPACT**

\_\_\_\_\_ Currently Budgeted (Account \_\_\_\_\_) \_\_\_\_\_ Requires additional appropriation \_\_\_\_\_ No Fiscal Impact

**SUPPORTING DOCUMENTS**

Resolution to advertise offer to purchase surplus real property

RESOLUTION AUTHORIZING THE ADVERTISEMENT OF  
AN OFFER TO PURCHASE CERTAIN REAL PROPERTY

WHEREAS, the City Council of the City of Washington ("City") desires to dispose of certain surplus real property of the City.

NOW, THEREFORE, BE IT RESOLVED by the City Council that:

1. The following described real property, 0.04 acres enclosed in a fence adjacent to 1054 East Main Street, has been declared to be surplus to the needs of the City.
2. The City Council has received an offer to purchase the property described above for the sum of three thousand nine hundred dollars (\$3,900.00). Said offer, including additional terms, is available for public inspection in the office of the Purchasing Agent, 203 Grimes Road, Washington, NC 27889.
3. Any person desiring to submit an upset bid shall submit an upset bid within ten (10) days of the date the notice provided for herein is published. Any such upset bid shall raise the offer by not less than ten percent (10%) of the first one thousand dollars (\$1,000.00) and five percent (5%) of the remainder of said offer or any subsequent upset bid. Any person making an upset bid and any subsequent upset bid must deposit with the Purchasing Agent a sum equal to five percent (5%) of the upset bid or any subsequent upset bid by cash or check.
4. The City Council proposes to accept said offer, subject to the amendments stated herein, unless a qualifying upset bid shall be made.
5. The Purchasing Agent shall cause a notice of such offer, subject to the amendments stated herein, to be published in accordance with North Carolina General Statute § 160A-269.
6. If a qualifying upset bid is received, the Purchasing Agent is directed to re-advertise the offer at the increased upset bid amount and to continue with this process until a ten (10) day period has passed without receipt of a subsequent qualifying upset bid.
8. Notwithstanding anything herein to the contrary, the City, in its discretion and without recourse from any individual making an offer or any subsequent qualifying upset bid (new offer), reserves the right to reject any and all offers as well as upset bids and to cancel this upset bid process at any time.

Adopted this 13<sup>th</sup> day of April, 2026.

ATTEST:

\_\_\_\_\_  
Cynthia S. Bennett,  
City Clerk

\_\_\_\_\_  
Ellen C. Brabo,  
Mayor

## PUBLIC NOTICE

The City Council of the City of Washington ("City") has received an offer to purchase, in the amount of \$3,900.00 for the following described surplus real property, located along a fence line located around 1054 East Main Street enclosed in a fence area.

Any person desiring to submit an upset bid shall submit an upset bid within ten (10) days of the date the notice provided for herein is published. Any such upset bid shall raise the offer by not less than ten percent (10%) of the first one thousand dollars (\$1,000.00) and five percent (5%) of the remainder of said offer or any subsequent upset bid. Any person making an upset bid and any subsequent upset bid must deposit with the Purchasing Agent a sum equal to five percent (5%) of the upset bid or any subsequent upset bid. If the City receives a qualifying upset bid, the qualifying upset bid will become the new offer.

The Purchasing Agent will advertise any new offer at the increased amount and continue this process until a ten (10) day period has passed without receipt of a subsequent qualifying upset bid (new offer).

Inquiries regarding the sale may be directed to the Purchasing Agent, 203 Grimes Road Washington, North Carolina 27889.

Notwithstanding anything herein to the contrary, the City, in its discretion and without recourse from any individual or entity making an offer or any subsequent qualifying upset bid, reserves the right to reject any and all offers as well as upset bids and/or to cancel this upset bid process at any time.

This notice is published in accordance with North Carolina General Statute § 160A-269.

Angela Flowers  
Purchasing Agent for the City of Washington

Publish on \_\_\_\_\_



## Offer to purchase

Sun Ray's Marina LLC  
2147 Charlotte Hwy  
 Mooresville NC 228117

City of Washington NC  
102 E Second Street  
Washington NC 27889

Dear City Council and Honorable Mayor, We hereby offer to purchase a certain small parcel of land currently owned by the City of Washington NC. This property is very small 0.04 acres (2,007.87 sq ft) and is currently enclosed in a fence next to property I am under contract to purchase at 1054 East Main Street, Washington NC. The purpose of this purchase is to obtain necessary parking for our proposed marina. The parking is required per Washington City zoning rules and regulations. The offer is as follows.....

Seller: City of Washington

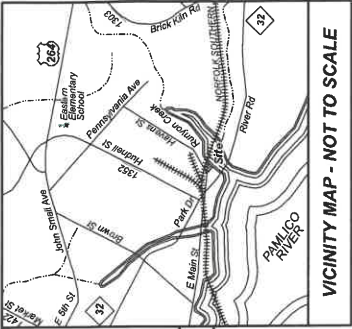
Buyer: Sun Ray's Marina LLC

Property Description: 0.04 acres (2007.87 Sq ft) shown on survey attached to this document.

Offer price: \$3,900 cash

This offer is an attempt to comply with City of Washington's zoning rules and regulations regarding parking for the proposed marina. The subject property is not being used as parking for anyone due to the fact that it is located inside a locked fence that has been up since 1962. Argument could easily be made that property should be deeded by adverse possession laws but this purchase may be a more amenable solution to get the marina up and running. Please contact Ray Johnson, owner of SunRay's Marina with any questions or concerns. 704.223.2217

Respectfully Yours, *Ray Johnson*



**VICINITY MAP - NOT TO SCALE**

**Special Notes**

- This plat is subject to any facts that maybe disclosed by a full and accurate title search, as well as any right of ways easements, zoning regulations and restrictive covenants of record not shown hereon.
- Area computed by the Method of Coordinate Geometry.
- All distances are horizontal ground unless otherwise noted.
- Metadants were not defined or mapped during this survey.
- Underground utilities may exist that are not shown hereon.
- Right of Way was derived from adjoining surveys (Deed Book 1370, Page 987).
- No Geodetic horizontal control monument within 2000'.

**Review Officer**  
State of North Carolina  
County of Beaufort

Review Officer of Beaufort County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

Now or Formerly  
**Litchfield Holdings, LLC**  
Deed Book 1437, Page 194  
PIN: 5685-36-4168

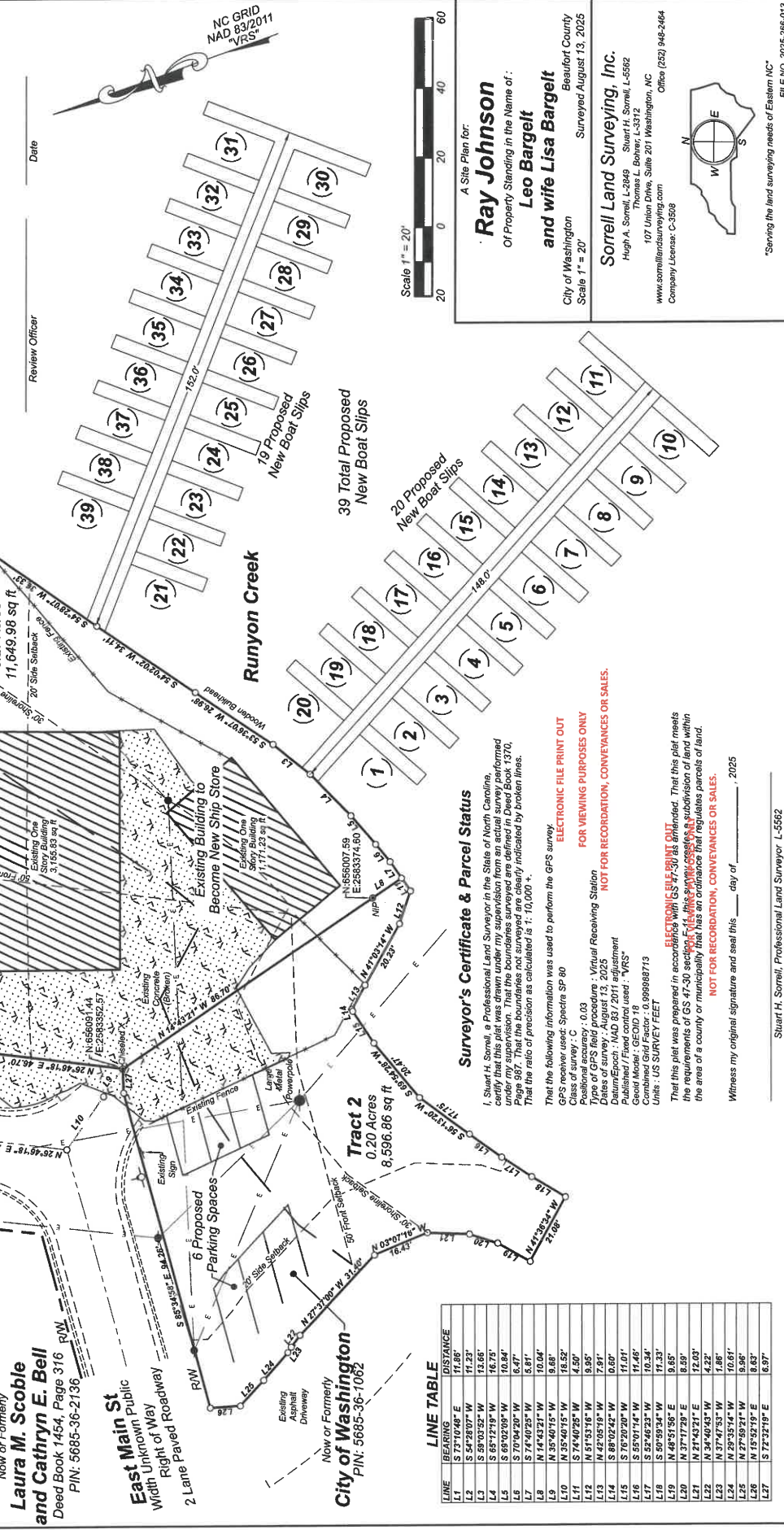
**Norfolk Southern Railroad**  
50' Private Right of Way

**FOR VIEWING PURPOSES ONLY**  
**NOT FOR RECORDATION, CONVEYANCES OR SALES.**

Now or Formerly  
**D S Swain Gas Co., Inc.**  
Deed Book 1056, Page 334  
PIN: 5685-36-2237

**Now or Formerly Laura M. Scoble and Cathryn E. Bell**  
Deed Book 1454, Page 316  
PIN: 5685-36-2136

**FOR VIEWING PURPOSES ONLY**  
**NOT FOR RECORDATION, CONVEYANCES OR SALES.**



**Legend**

- EIP = Existing Iron Pin
- NIP = New Iron Pin
- ECM = Existing Concrete Monument
- ◆ EPKN = Existing Nail or Spike
- NPS = No Point Set
- = Power Pole
- = Telephone Pedestal
- = Fire Hydrant
- = Water Meter

Right of Way  
Centerline  
Lines Surveyed  
Power Line  
Curbing  
Ditch Center  
Edge of Pavement  
Fence Line  
CA = Centerline  
RW = Right of Way  
RCP = Reinforced Concrete Pipe  
CMP = Corrugated Metal Pipe  
All NIP's set are black iron rebar 5/8" in Diameter by 20' long with cap. "US SURVEY FEET"  
Angular Units are Degrees, Minutes & Seconds

**FOR VIEWING PURPOSES ONLY**  
**NOT FOR RECORDATION, CONVEYANCES OR SALES.**

**Surveyor's Certificate & Parcel Status**  
I, Stuart H. Sorrell, a Professional Land Surveyor in the State of North Carolina, certify that this plat was drawn under my supervision from an actual survey performed under my supervision. That the boundaries surveyed are defined in Deed Book 1370, published in the Public Records of Beaufort County, North Carolina, and that the ratio of precision as calculated is 1:10,000 ±, indicated by broken lines.

The following information was used to perform the GPS survey  
GPS receiver used: Spectra SP 80  
Class of survey: C  
Type of GPS field procedure: Virtual Receiving Station  
Date of survey: August 13, 2025  
Datum/EPOCH: NAD 83/2011 adjustment  
Published/Field control used: "VRS"  
Combined Grid Factor: 0.999988713  
Units: US SURVEY FEET

That this plat was prepared in accordance with the requirements of GS 47-30 section F-1, this survey constitutes a subdivision of land within the area of a county or municipality that has an ordinance that requires parcels of land.

Witness my original signature and seal this \_\_\_\_\_ day of \_\_\_\_\_, 2025

Stuart H. Sorrell, Professional Land Surveyor L-5562

FILE NO. 2025-268-013

LINE	BEARING	DISTANCE
L1	S 73°10'48" E	11.86'
L2	S 54°28'07" W	11.23'
L3	S 85°53'58" W	10.95'
L4	S 69°02'00" W	10.84'
L5	S 70°04'20" W	6.67'
L6	S 74°40'25" W	5.61'
L7	N 14°43'21" W	10.94'
L8	N 35°40'15" W	9.68'
L9	N 35°40'15" W	18.52'
L10	S 74°40'25" W	4.50'
L11	N 51°53'16" W	9.95'
L12	N 42°05'19" W	7.91'
L13	S 89°02'52" W	6.89'
L14	S 76°20'29" W	11.91'
L15	S 52°46'23" W	10.94'
L16	S 50°50'34" W	11.33'
L17	N 48°51'56" E	9.65'
L18	N 37°17'29" E	8.59'
L19	N 21°43'21" E	12.03'
L20	N 34°40'43" W	4.22'
L21	N 37°47'53" W	4.86'
L22	N 29°35'14" W	10.81'
L23	N 17°59'21" W	9.96'
L24	N 15°33'11" E	8.89'
L25	S 72°24'19" E	8.97'



-  Property Line
-  Existing Fence



## REQUEST FOR CITY COUNCIL ACTION

---

**To:** Mayor Brabo & Members of the City Council  
**From:** Hope Woolard, Public Works Director  
**Date:** April 13, 2026  
**Subject:** Water Treatment Plant Rehabilitation Project - Tentative Award for Construction and Approval of Request for Additional Funding

**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

### RECOMMENDATION:

I move that Council tentatively award the construction of the Water Treatment Plant Rehabilitation Project to State Utility Contractors in the amount of \$8,996,000, pending approval of the request for additional funding, and approve the subsequent purchase order.

### BACKGROUND AND FINDINGS:

City Council approved a resolution at the October 9, 2023 City Council meeting to accept funding from the Division of Water Infrastructure for the Water Treatment Plant Rehabilitation Project.

A second bid opening was held on March 5, 2026. Two bids ranging from \$8,996,000 to \$13,815,400 were received for the project. State Utility Contractors had the lowest bid in the amount of \$8,996,000. This bid amount was \$3,814,910 above what was originally estimated for construction. The City has requested the additional funding through the Division of Water Infrastructure loan for a total amount of \$9,968,910 to be repaid at 1.76% interest.

The construction contract is also subject to the review of the bid-award actions and approval by the funding agency, North Carolina Department of Environmental Quality, Division of Water Infrastructure and review of the bidder's safety information.

### PREVIOUS LEGISLATIVE ACTION

### FISCAL IMPACT

Currently Budgeted (Account: \_\_\_\_\_)  Requires additional appropriation  No Fiscal Impact

### SUPPORTING DOCUMENTS

- Bid Tabulation Sheet
- Resolution

**CITY OF WASHINGTON  
TENTATIVE AWARD RESOLUTION**

WHEREAS, the City of Washington is in the process making improvements to its Water Treatment Plant by repairing and improving its infrastructure, and

WHEREAS, The City of Washington has applied for loan financing from the State of North Carolina for the rehabilitation project designated WIF-2049, and

WHEREAS, the scheduled bid opening was advertised and two bids were received by the City of Washington from State Utility Contractors and Morgan Contracting on March 5, 2026, and

WHEREAS, The City of Washington desires to accept the lowest, responsive bid received and make tentative award of a construction contract based upon the bid price.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WASHINGTON:

THAT, The City of Washington hereby accepts the lowest, responsive bid received on March 5, 2026, for making improvements to its Water Treatment Plant by rehabilitating existing softeners, filters and waste holding basin and constructing an additional waste holding basin.

THAT, a construction contract be tentatively awarded to the bidder, State Utility Contractors, for the Bid amount of \$8,996,000, subject to review of the bid-award actions and subsequent approval by the funding agency, the North Carolina Department of Environmental Quality, Division of Water Infrastructure, the Local Government Commission, and review of the bidder's safety information.

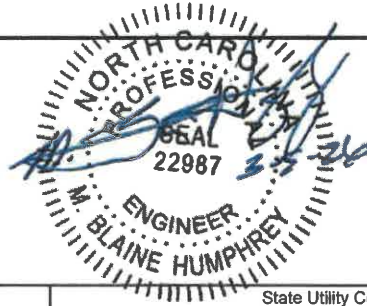
Adopted this the 13th day of April, 2026 at a regularly scheduled meeting of the City of Washington City Council held at the Council Chambers at the City Hall in Washington, North Carolina.

\_\_\_\_\_  
Ellen Brabo, Mayor

Attest:

\_\_\_\_\_  
Cynthia S. Bennett, City Clerk  
(SEAL)

**RIVERS AND ASSOCIATES, INC.  
 BID TABULATION SHEET**



CERTIFICATION

I CERTIFY THAT THIS IS A TRUE RECORD OF BIDS RECEIVED.

**OWNER:** City of Washington  
**PROJECT:** Regional Water Treatment Plant Rehabilitation  
**LOCATION:** Council Chambers in the Municipal Building  
 102 East Second Street, Washington, NC 27889  
**BIDS OPENED:** Thursday, March 5, 2026 at 2:00pm

CONTRACTOR ADDRESS	State Utility Contractors 4417 Old Charlotte Highway Monroe, NC 28111 17793 / 5%	Morgan Contracting 900 Dutch Valley Drive Knoxville, TN 37918 51338 / 5%
LIC#/BID BOND		

ITEM NO.	QTY.	UNIT	DESCRIPTION	UNIT PRICE			UNIT PRICE		
				PRICE	ALTERNATE	BASE BID	PRICE	ALTERNATE	BASE BID
1.	1	LS	Water Treatment Plant			\$3,744,650.00			\$5,775,000.00
2.	1	LS	Filtration and Softening Equipment and Media - <b>Base Bid</b>			\$3,000,000.00			\$4,290,000.00
2A.	1	LS	Filtration and Softening Equipment and Media - Hungerford & Terry - <b>Alternate</b>		\$3,000,000.00			\$4,290,000.00	
3.	1	LS	Filter and Softening Process Electric Actuators - <b>Base Bid</b>			\$730,000.00			\$890,000.00
3A.	1	LS	Filter and Softening Process Electric Actuators - AUMA - <b>Alternate</b>		\$730,000.00			\$916,500.00	
4.	1	LS	Circular Sludge Collection Equipment - <b>Base Bid</b>			\$700,000.00			\$1,043,500.00
4A.	1	LS	Circular Sludge Collection Equipment - Evoqua Technologies/Envirex - <b>Alternate</b>		\$700,000.00			\$1,043,500.00	
5.	8	EA	Filter Lining Repair	\$8,000.00		\$64,000.00	\$32,500.00		\$260,000.00
6.	4	EA	Softener Lining Repair	\$11,000.00		\$44,000.00	\$27,000.00		\$108,000.00
7.	3,000	SF	Filter/Softener Lining & Coating Repair	\$35.00		\$105,000.00	\$75.00		\$225,000.00
8.	20,000	LB	Additional Ductile Iron Fittings	\$4.40		\$88,000.00	\$20.00		\$400,000.00
9.	2,200	CY	Undercut Excavation	\$50.00		\$110,000.00	\$110.00		\$242,000.00
10.	10,000	LF	Silt Fence	\$1.00		\$10,000.00	\$9.00		\$90,000.00
11.	3	EA	Silt Fence Outlet	\$500.00		\$1,500.00	\$2,250.00		\$6,750.00
12.	2	EA	Straw Wattle	\$350.00		\$700.00	\$500.00		\$1,000.00
13.	2	EA	Rock Inlet Sediment Barrier	\$500.00		\$1,000.00	\$1,700.00		\$3,400.00
14.	75	TN	Class B Rip Rap	\$70.00		\$5,250.00	\$435.00		\$32,625.00

**RIVERS AND ASSOCIATES, INC.  
 BID TABULATION SHEET**

**OWNER:** City of Washington  
**PROJECT:** Regional Water Treatment Plant Rehabilitation  
**LOCATION:** Council Chambers in the Municipal Building  
 102 East Second Street, Washington, NC 27889  
**BIDS OPENED:** Thursday, March 5, 2026 at 2:00pm

CONTRACTOR ADDRESS			State Utility Contractors 4417 Old Charlotte Highway Monroe, NC 28111 17793 / 5%			Morgan Contracting 900 Dutch Valley Drive Knoxville, TN 37918 51338 / 5%		
LIC#/BID BOND								
ITEM NO.	QTY.	UNIT DESCRIPTION	UNIT PRICE	ALTERNATE	BASE BID	UNIT PRICE	ALTERNATE	BASE BID
15.	100 SY	Matting for Erosion Control	\$4.00		\$400.00	\$30.00		\$3,000.00
16.	1 EA	Temporary Construction Entrance	\$7,500.00		\$7,500.00	\$19,125.00		\$19,125.00
17.	50 CY	Stabilization Stone (Trench)	\$150.00		\$7,500.00	\$685.00		\$34,250.00
18.	50 CY	Select Backfill	\$30.00		\$1,500.00	\$335.00		\$16,750.00
19.	1 LS	Testing Allowance			\$75,000.00			\$75,000.00
20.	1 LS	Steel Tank Repair Allowance			\$300,000.00			\$300,000.00
<b>ALTERNATE TOTAL</b>			\$4,430,000.00			\$6,250,000.00		
<b>TOTAL BASE BID</b>			<b>\$8,996,000.00</b>			<b>\$13,815,400.00</b>		
Filter/Softener Equipment/Media Paint Supplier Prestressed Composite Concrete Tank Circular Sludge Collection Equipment Starters Panel Boards Electric Actuators Electrical Subcontractor Listing of Good Faith Efforts Table A AIS E-Verify Certification			Hungerford & Terry Tnemec Crom Evoqua Water Technologies Allen Bradley Square D AUMA Neikens Electrical Contracting 90 Points Yes Yes Yes			Hungerford & Terry Tnemec Precon Evoqua Water Technologies Square D Square D Rotork Neikens Electrical Contracting 75 Points Yes Yes No		



## REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Brabo & Members of the City Council  
**From:** Domini Cunningham, Interim Community & Cultural Services Director  
**Date:** April 1, 2026  
**Subject:** Adopt a Resolution to Accept Grant Assistance from NC Department of Commerce for the Streetscape Phase 2 Engineering and Construction  
 Award No: SA-0435  
  
**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

### RECOMMENDATION:

I move Council adopt the resolution to accept funding for the Streetscape Phase 2 Engineering and Construction, Award No.: SA-0435.

### BACKGROUND AND FINDINGS:

The City of Washington seeks to continue enhancing the downtown area through Phase 2 of the Streetscape Improvement project. The project will include critical infrastructure improvements sidewalk enhancements, decorative lighting, landscaping and street furniture to improve pedestrian safety, accessibility, and overall aesthetic appeal of the downtown business district. The Rural Economic Development Division grant provides an opportunity to secure necessary funding for both engineering and construction phases of this project.

### PREVIOUS LEGISLATIVE ACTION:

City Council approved a Resolution at the March 3, 2025, City Council Meeting, to apply for the Rural Downtown Economic Development Grant for financing the cost of engineering and construction of the Downtown Streetscape Improvement Project Phase 2

### FISCAL IMPACT

This grant will provide funding for the engineering and construction costs of the Downtown Streetscape Improvement Project Phase 2. A local match of 5% is required. The amount approved by the granting agency is \$850,000 with a 5% local match. The estimated cost of the streetscape improvements, not including electrical utilities or stormwater management, is approximately \$1,522,525.00 and will have to be allocated from the capital project fund.

Currently Budgeted (Account: \_\_\_\_\_)  Requires additional appropriation  No Fiscal Impact

### SUPPORTING DOCUMENTS

- Award email
- Resolution

**RESOLUTION BY CITY OF WASHINGTON**

**WHEREAS,** the Rural Economic Development Division, as authorized under N.C.G.S 143B-472.127, administers grants to local government units awarded by the Rural Infrastructure Authority to support downtown revitalization/economic development, and

**WHEREAS,** the North Carolina Department of Commerce has offered a Rural Downtown Economic Development Grant funding in the amount of \$850,000 to perform engineering and subsequent construction work as detailed in the submitted application for the Streetscape Phase 2 Engineering & Construction, and

**WHEREAS,** the City of Washington intends to perform said project in accordance with the agreed scope of work,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WASHINGTON:**

That City of Washington does hereby accept the Rural Downtown Economic Development Grant offer of \$850,000 under North Carolina Department of Commerce Contract Number SA-0435.

That the City of Washington does hereby give assurance to the North Carolina Department of Commerce that any Conditions or Assurances contained in the Award Offer will be adhered to.

That Bobby Roberson, City Manager, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required by the Rural Economic Development Division.

Adopted this the 13<sup>th</sup> day of April, 2026 at Washington, North Carolina.

\_\_\_\_\_  
Ellen Brabo, Mayor

April 13, 2026

Date

ATTEST:

\_\_\_\_\_  
Cynthia Bennett, City Clerk

April 13, 2026

Date

**CERTIFICATION BY RECORDING OFFICER**

The undersigned duly qualified and acting City Clerk of the City of Washington does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Washington City Council duly held on the 13<sup>th</sup> day of April, 2026; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 13<sup>th</sup> day of April, 2026.

---

Cynthia Bennett, City Clerk

(SEAL)



## REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Brabo & Members of the City Council  
**From:** Domini Cunningham, Interim Community & Cultural Services Director  
**Date:** April 1, 2026  
**Subject:** Grant Budget Ordinance for the Streetscape Phase 2 and Master Plan  
**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

### RECOMMENDATION:

I move Council to approve the Grant Budget Ordinance attached for the City of Washington Streetscape Phase 2 – Engineering & Construction.

### BACKGROUND AND FINDINGS:

The City applied for funding from the NC Department of Commerce to complete the design of the Streetscape phase 2 – Engineering & Construction.

The City received a Notification of Award of final approval to fund the City of Washington Streetscape Phase 2 engineering and construction in the amount of \$850,000 from the Rural Downtown Economic Development Grant.

### PREVIOUS LEGISLATIVE ACTION:

Council approved a resolution to seek financial assistance for this project at the March 3, 2025, meeting. Council approved a resolution to accept funding at the April 13, 2026, meeting.

### FISCAL IMPACT

The funds from this grant are disbursed on a reimbursement basis after the City has paid any outstanding invoices associated with the Streetscape Phase 2 engineering and construction dated after the date of the Notification of Award. The amount approved by the granting agency is \$850,000 with a 5% local match. The estimated cost of the streetscape improvements, not including electrical utilities or stormwater management, is approximately \$1,522,524.00 and will have to be allocated from the capital project fund.

\_\_\_ Currently Budgeted (Account: \_\_\_\_\_)  X  Requires additional appropriation \_\_\_ No Fiscal Impact

### SUPPORTING DOCUMENTS

- Grant Budget Ordinance

**AN ORDINANCE TO AMEND THE BUDGET AND A GRANT PROJECT  
ORDINANCE FOR STREETScape PHASE 2 GRANT  
CITY OF WASHINGTON, N.C.  
FOR FISCAL YEAR 2025-2026**

**BE IT ORDAINED**, by the City Council of the City of Washington, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project is hereby established:

Section 1. The project authorized is for the Engineering and Construction for Streetscape Phase 2 Grant:

Section 2. The officers of this unit are hereby directed to proceed with the project within the terms of the grant agreements.

Section 3. The following revenue is anticipated to be available to complete this project:

122-3479-0500	NC Dept of Commerce Grant - Project Streetscape Phase 2	\$850,000
122-3980-0000	Transfer from the General Fund- Project Streetscape Phase 2	<u>672,524</u>
	Total	\$1,522,524

Section 4. The following amounts are appropriated for the project:

122-4937-0403	Design & Engineering Project- Streetscape Phase 2	\$130,500
122-4954-0400	Professional Services- Project Streetscape Phase 2	43,000
122-4954-4502	Construction- Project Streetscape Phase 2	<u>1,349,024</u>
	Total	\$1,522,524

Section 5. That the Estimated Revenues in the General Fund be increased or decreased in the following accounts and amounts to fund city match of Streetscape Phase 2:

010-3991-9910 Fund Balance 672,524  
Appropriated-Project  
Streetscape Phase 2

Section 6. That the following appropriation accounts in the General Fund be increased or decreased by the following amounts to fund city match of Streetscape Phase 2:

010-4400-9203 Transfer to Grant Funds - 672,524  
Project Streetscape Phase 2

Section 7. The Finance Director is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to satisfy the requirements of the grant agreements.

Section 8. Funds may be advanced by the General Fund for the purpose of making payments as due. Reimbursement requests should be made to the grant agencies in an orderly and timely manner.

Section 9. The Finance Director is directed to report, on a monthly basis, on the financial status of each project element in Section 3 and on the total grant revenues received or claimed.

Section 10. The Budget Officer is directed to include a detail analysis of past and future costs and revenues on this grant project in every budget submission made to the City Council.

Section 11. Copies of this grant project ordinance shall be furnished to the City Clerk, and to the Budget Officer, and to the Finance Director for direction in carrying out this project.

Section 12. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 13. This ordinance shall become effective upon its adoption.

This the 13<sup>th</sup> day of April, 2026.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk